

Rajputana Agency Office
MANUAL OF FUNDAMENTAL RULES
WITH
SUPPLEMENTARY RULES

Accounts Branch

**FINANCIAL PUBLICATIONS OF THE
GOVERNMENT OF BOMBAY**

No. III

BOMBAY ,
PRINTED AT THE GOVERNMENT CENTRAL PRESS
1926

P R E F A C E

This Manual consists of—

(i) Fundamental Rules made by the Secretary of State in Council under Section 96-B (2) of the Government of India Act.

(ii) Supplementary Rules framed under the Fundamental Rules by the Governor in Council or the Governor acting with his Ministers

(iii) Consent orders of the Finance Department prescribing cases in which its consent may be presumed in virtue of the power granted in Fundamental Rule 7.

(iv) Delegation orders issued by the Government of Bombay by virtue of the power conferred by Fundamental Rule 6.

(v) Administrative instructions and executive orders issued by the Finance Department dealing with matters connected with the Fundamental Rules, as to which the Fundamental Rules themselves do not specifically confer the power to make rules

(vi) Important rules and orders issued by the Secretary of State, the Governor-General in Council and the Auditor General, either directly under the Fundamental Rules or in connection with them.

2. The supplements to this Manual contain various sets of rules made by the Secretary of State under Section 96-B of the Government of India Act which can conveniently be bound up with this volume.

3. This volume cancels all previous orders on the subjects dealt with therein, and all instructions laid down in the Civil Service Regulations and the Appendices thereto and the Bombay Supplement to the C S R. (except as regards Pensions) so far as they deal with matters within the competence of the Government of Bombay.

4. These rules apply to all Government servants who are under the administrative control of the Government of Bombay

PREFACE

5. Most of these rules were issued by Government in the form of sets from time to time. This Manual is a collection of the orders issued so far. They are now arranged in the form of chapters corresponding to the chapters of the Fundamental Rules. Such of the rules as have not yet been issued will be considered to be in force with effect from 1st September 1926.

6. Whenever a rule has been issued by any authority other than the Government of Bombay, such authority will be found quoted at the end of the rule, and all the rules issued under or in connection with a particular Fundamental Rule have been collected together. It is hoped that this arrangement will facilitate reference to the Manual.

7. The Fundamental Rules and the rules contained in the supplement have been corrected up to 31st December 1925. The Supplementary Rules have been corrected as far as possible on the basis of those orders which have been finally approved by Government before 1st January 1926. A list of correction slips will, in future, be issued regularly whenever any rules are amended. The Accountant General and the heads of offices are requested to bring to the notice of the Finance Department any omissions or inaccuracies in the rules. Suggestions for the improvement of the rules will also receive careful consideration.

A. R. DALAL,
Acting Secretary to the Government
of Bombay, Finance Department.

FINANCE DEPARTMENT

Bombay Castle,
22nd May 1926.

INDEX OF CORRECTION SLIPS

No of slip	Date of slip	Rule and page corrected		No of slip	Date of slip	Rule and page corrected	
		Rule	Page			Rule	Page

INDEX OF CORRECTION SLIPS

No of slip	Date of slip	Rule and page corrected		No of slip.	Date of slip.	Rule and page corrected.	
		Rule	Page			Rule	Page

Manual of Fundamental Rules with Supplementary Rules

TABLE OF CONTENTS

SECTION I

FUNDAMENTAL RULES

PART I

CHAPTER	I— <i>Extent of Application</i>	..	F Rs 1 to 8
CHAPTER	II— <i>Definitions</i> F R. 9.

PART II

CHAPTER	III— <i>General conditions of service</i> ..	F Rs 10 to 18
---------	--	---------------

PART III

CHAPTER	IV— <i>Pay</i> F. Rs 19 to 43.
CHAPTER	V— <i>Additions to pay</i> F Rs 44 to 48
CHAPTER	VI— <i>Combination of appointments</i>		F R. 49.
CHAPTER	VII— <i>Deputation out of India</i>	..	F. Rs 50 and 51.
CHAPTER	VIII— <i>Dismissal and suspension</i>	..	F Rs. 52 to 55.
CHAPTER	IX— <i>Compulsory retirement and resignation of office.</i>		F. R 56 and 57.

PART IV

CHAPTER	X— <i>Leave</i>	.	.	F. Rs	58 to 104.
	Section I—Extent of application			F Rs.	58 to 65.
	Section II—General conditions			F Rs	66 to 74.
	Section III—Special and ordinary Leave Rules			F. Rs	75, 75-A, 75-B, 75-C.
	Section IV—Grant of Leave.			F Rs.	76 to 86
	Section V—Leave Salary			F. Rs	87 to 93.
	Section VI—Exceptions and special concessions			F. Rs	94 to 104.
CHAPTER	XI— <i>Joining time</i>	.		F Rs.	105 to 108.

PART VII

CHAPTER	XII— <i>Foreign Service</i>	F Rs.	109 to 127.
CHAPTER	XIII— <i>Service under Local Funds</i> ..	F. Rs	128 to 130.

The Schedule relating to Promsions for the Determination of Domicile.

SECTION II

SUPPLEMENTARY RULES AND OTHER ORDERS
ISSUED BY VARIOUS AUTHORITIES

CHAPTER I— (F. Rs 1—8).	<i>Extent of Application</i>	S Rs 1—6-B
CHAPTER II— (F R 9)	<i>Definitions</i>	S Rs 7—43
	<i>Appendix 1</i>	List of officers who are to be deemed “Heads of Departments” for the purposes of the Supplementary Rules
	<i>Appendix 2</i>	List of Appointments specially classed as inferior
	<i>Appendix 3</i>	List of places where public conveyances are available
CHAPTER III— (F Rs 10—18)	<i>General conditions of Service</i>	S Rs 44—64
CHAPTER IV— (F Rs. 19—43).	<i>Pay</i>	S Rs 65—89
CHAPTER V— (F. Rs. 44—48).	<i>Additions to Pay</i>	S Rs 90—404
	<i>Appendix 1</i>	List showing Government Servants specially included in higher grades for the purposes of the Travelling Allowance Rules
	<i>Appendix 2</i>	List showing rates of permanent travelling allowances
	<i>Appendix 3</i>	List showing rates of conveyance allowances.
	<i>Appendix 4</i>	List showing officers who are entitled to special rates of daily allowance

CHAPTER V—
(continued)

- Appendix 5 ..* .. List showing officers and establishments who are granted rates of daily allowance or ruzelage allowance or both other than those admissible under the ordinary Rules
- Appendix 6 ..* .. List of places declared by Government to be Headquarters
- Appendix 7 ..* .. List showing the limit of the sphere of duty of various officers
- Appendix 8* .. List of Government servants not entitled to travelling allowance for journeys on tour
- Appendix 9* .. List showing the scales of Government tents supplied to different kinds of Government servants for office or personal use
- Appendix 10* .. List of Government servants and establishments in receipt of permanent travelling allowance who are allowed the concession of additional travelling allowance under certain conditions specified in S R 173 (2) and (3).
- Appendix 11.* .. List showing Government servants and their establishments who are exempted from the operation of S R 180 unconditionally or otherwise
- Appendix 12..* .. List showing the maximum scales prescribed under, and officers entitled to the benefits of, Supplementary Rule 187.

CHAPTER V—
(continued)

<i>Appendix 13</i> \	List showing the number of horses and bicycles and the amount of camp equipment that may be conveyed at Government expense
<i>Appendix 14</i> .	.. Special Rules regarding the grant of conveyance hire
<i>Appendix 15</i> ..	List showing the Headquarters of members of the Legislative Council whose usual place of residence is outside Bombay
<i>Appendix 16</i> Scale of tents prescribed by Government for the purpose of clause (c) of S R 222
<i>Appendix 17</i> List of Government servants who are required to go to a hill station on duty.
<i>Appendix 18</i>	.. List of Government servants who are permitted to go to a hill Station on duty.
<i>Appendix 19</i> List of Government servants to whom the provision of rules 319 and 321 do not apply
<i>Appendix 20</i> .	.. List of Controlling Officers for travelling allowance purposes
<i>Appendix 21</i> List of charges for the provision of special trains of high officials of Government and for the haulage of carriages reserved for their use when travelling on duty by Railway.

CHAPTER V— (concluded)	<i>Appendix 22</i> .	General rules framed by Government for regulating the grant of Compensatory allowances to Government servants stationed at certain places
	<i>Appendix 23</i>	Rules relating to the Bombay House allowance Scheme
CHAPTER VI— (F. R. 49)	<i>Combination of Appointments.</i>	S R 405
CHAPTER VII— (F Rs 50 & 51)	<i>Deputation out of India</i>	S Rs. 406—409.
CHAPTER VIII— (F. Rs 52-55)	<i>Dismissal and Suspension</i>	S Rs 410—416
CHAPTER IX— (F. Rs 56 & 57)	<i>Compulsory Retirement and Resignation of office</i>	S Rs 417—429
CHAPTER X— (F Rs. 58-104)	<i>Leave</i>	S Rs 430—600
	<i>Appendix 1</i> .	Forms prescribed for leave salary certificates and requisite audit information in connection with the grant of leave, the payment of leave salary and the records of service
	<i>Appendix 2</i> .	Forms prescribed for medical certificates
	<i>Appendix 3</i> .	.. List of Agents in the Bombay Presidency who have executed General bonds of indemnity with Government to cover the leave salary pension, etc, of their constituents

CONTENTS

CHAPTER X— <i>Appendix 4</i> (continued)	Forms prescribed in connection with the grant of leave and drawal of leave-salary when Government servants proceed on leave out of India
CHAPTER XI— <i>Joining time</i> (F Rs 105-108)	S Rs 601—623
CHAPTER XII— <i>Foreign Service</i> (F. Rs 109-127)	S Rs 624—644
CHAPTER XIII— <i>Service under Local Funds</i> (F Rs 128-130)	S R 645
<i>Appendix A</i> .	Showing the Authorities to whom powers under the various Fundamental or Supplementary Rules have been delegated by the Government of Bombay under F. R 6.

SUPPLEMENTS TO THE MANUAL OF FUNDAMENTAL RULES WITH THE SUPPLEMENTARY RULES

<i>Supplement I</i>	Rules made by the Secretary of State in Council under Sub-section (2) of Section 96-B of the Government of India Act which apply only to Governor's provinces
<i>Supplement II</i>	The Superior Civil Services (Revision of Pay and Pension) Rules 1924, made by the Secretary of State for India in Council under Section 96-B (2) of the Government of India Act
<i>Supplement III</i>	Rules regulating the grant of overseas pay to members of services or to Holders of posts for which overseas pay has been sanctioned
<i>Supplement IV</i>	Rules fixing the Salaries, Allowances, Furloughs, Retiring Pensions and (where necessary) expenses for equipment and voyage of the Chief Justices and other Judges of the Indian High Courts made by the Secretary of State in Council
<i>Supplement V</i>	Rules regarding the grant of passages to Civilian Personnel of the British Domicile engaged for services in India who are entitled to second class passages, as approved by the Secretary of State in Council
<i>Supplement VI</i>	Allowances for expenses of voyage and equipment of the Governor and other High Officials
<i>Supplement VII</i>	Travelling, etc, Allowances of Civil Officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe or America
<i>Supplement VIII</i>	Special Sind Allowances,

FUNDAMENTAL RULES

Made by the Secretary of State in Council under section 96-B of the Government of India Act

PART I

CHAPTER I—EXTENT OF APPLICATION

1 These rules may be called the fundamental rules They shall come into force with effect from the 1st * January 1922

2 The fundamental rules apply, subject to the provisions of rule 3, to all Government servants whose pay is debitable to civil estimates in India, and to any other class of Government servants in India to which the Secretary of State in Council may by general or special order declare them to be applicable In relation to services under its administrative control, other than all-India services, a local Government may make rules modifying or replacing any of the fundamental rules, provided that —

(a) no such rule shall adversely affect any person who is in Government service at the time when the fundamental rules come into force, and

(b) any such rule which grants any privilege or concession not admissible, under the terms of the fundamental rules, or of the Civil Service Regulations as they stand at the time when the fundamental rules are introduced, shall require the sanction of the Secretary of State in Council

Note—A Government servant paid from civil estimates who is temporarily transferred to service paid from army estimates shall remain subject to the fundamental rules

3 Unless in any case it be otherwise distinctly provided by or under these rules, these rules do not apply to Government servants whose conditions of service are governed by Army or Marine Regulations

4 The powers specifically granted by these rules to local Governments may be exercised by them in relation to those Government servants only who are under their administrative control These powers may be exercised by the Governor-General in Council in respect of all other Government servants, and may be delegated by him, without regard to the limitations of rule 6 and subject to any conditions which he may think fit to impose, to a Chief Commissioner

Note—The term “under their administrative control” includes services controlled by the Governor in Council as the agent of the Governor-General in Council

* The dates on which subsequent amendments came into force are given in foot-notes

5 The power to make rules or general orders conferred upon local Governments by any of these rules shall be exercised after consideration by the Governor with his executive council and ministers sitting together, but the rules and orders so made shall be made by the Governor in Council or by the Governor and ministers, according as the service affected is attached to a department dealing with reserved or a department dealing with transferred subjects. In the case of services performing duties both in a department dealing with reserved and in a department dealing with transferred subjects, the Governor shall decide by which authority the rules shall be made

6 A local Government may delegate to any of its officers, subject to any conditions which it may think fit to impose, any power conferred upon it by these rules with the following exceptions —

(a) all powers to make rules,

(b) the other powers conferred by rules 6, 9 (6) (b), 44, 45, 83, 119, 121 and 127 (c), and by the exception under rule 30

7 No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given and to require that its opinion on any matter on which it has been consulted shall be submitted to the Governor by the consulting department

8 The power of interpreting these rules is reserved to the Governor-General in Council

CHAPTER II—DEFINITIONS

9 Unless there be something repugnant in the subject or context the terms defined in this chapter are used in the rules in the sense here explained —

(1) The *Act* means the Government of India Act

(2) *Average pay* means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay

Provided that —

(a) in the case of a Government servant deputed out of India who draws pay as laid down in rule 51 (a), his average pay shall be assumed to be the full pay which he would have drawn if on duty in India, and

(b) in the case of an officer of the Royal Engineers in civil employ who, during any part of the preceding 12 months, has been undergoing military training, his pay for the months spent in such training shall be assumed to be the pay which he drew in the corresponding number of months immediately preceding the training

Note—The average pay of a member of the Bengal Covenanted Pilot Service shall be calculated at such rates as the Secretary of State in Council may by order prescribe.

(3) *Barrister* means a practising barrister of England or Ireland, and a practising member of the Faculty of Advocates of the Court of Sessions of Scotland. It does not include a person who, though called to the Bar, has never practised the profession of barrister

(4) *Cadre* means the sanctioned strength of a service or of an establishment

(5) *Compensatory allowance* means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance

(6) *Duty*—(a) Duty includes —

(i) Service as a probationer or apprentice, provided that such service is followed by confirmation.

(ii) Joining time

(b) A local Government may issue orders declaring that, in circumstances similar to those mentioned below, a Government servant may be treated as on duty —

(i) During a course of instruction or training

(ii) In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a university college or school, during the interval between the satisfactory completion of the course and his assumption of duties

(iii) During preparation for an examination in any Oriental language

(iv) On the first arrival in India of Government servants appointed in England who do not, before they report themselves at the seat of the local Government concerned, receive orders to take charge of a specified post, during the interval between the date of such report and the date on which they take charge of their duties

(7) *Foreign Service* means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the general revenues of India or from a company working a state railway

(8) *General revenues of India* include the revenues allocated to local Governments and exclude the revenues of local funds

(9) *Honorarium* means a non-recurring payment made to a Government servant in return for specified service rendered

(10) *Joining time* means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted

(11) *Leave on average (or half or quarter average) pay* means leave on leave-salary equal to average (or half or quarter average) pay, as regulated by rules 89 and 90

(12) *Leave-salary* means the monthly amount paid by Government to a Government servant on leave

(13) *Lien* means the title of a Government servant to return in a substantive capacity to a permanent post to which he has been appointed substantively

(14) *Local fund* means—

(a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specified matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules, and

(b) the revenues of any body which may be specially notified by the Governor-General in Council as such

(15) *Local Government*, for the purposes of these rules, does not include a Chief Commissioner

(16) (a) *Military commissioned officer* means a commissioned officer other than—

(i) a departmental commissioned officer .

(ii) a commissioned officer of the Indian Medical Department

It does not include a warrant officer

(b) *Military officer* means any officer falling within the definition of military commissioned officer, or included in sub-clause (i) or (ii) of clause (a) above, or any warrant officer

(17) *Ministerial servant* means a Government servant of a subordinate service whose duties are entirely clerical, and any other class of servant specially defined as such by general or special order of a local Government

(18) *Month* means a calendar month In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently

(19) *Officiate*—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien A local Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien

(20) *Overseas pay* means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile

(21) (a) *Pay* means the amount drawn monthly by a Government servant as—

(i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and

(ii) overseas pay, technical pay, special pay and personal pay, and

(iii) any other emoluments which may be specially classed as pay by the Governor-General in Council

(b) In the case of a military officer, pay includes the amount which he receives monthly under the following designations —

(i) Military pay and allowances and staff salary ,

(ii) Indian Army pay and staff salary , and

(iii) consolidated pay

(22) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time

(23) *Personal pay* means additional pay granted to a Government servant—

(a) to save him from a loss of substantive pay due to a revision of pay or to any reduction of his substantive pay otherwise than as a disciplinary measure , or

(b) in exceptional circumstances, on other personal considerations

(u) In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a university college or school, during the interval between the satisfactory completion of the course and his assumption of duties

(v) During preparation for an examination in any Oriental language

(w) On the first arrival in India of Government servants appointed in England who do not, before they report themselves at the seat of the local Government concerned, receive orders to take charge of a specified post, during the interval between the date of such report and the date on which they take charge of their duties

(7) *Foreign Service* means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the general revenues of India or from a company working a state railway

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(10) *Joining time* means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted

(11) *Leave on average (or half or quarter average) pay* means leave on leave-salary equal to average (or half or quarter average) pay, as regulated by rules 89 and 90

(12) *Leave-salary* means the monthly amount paid by Government to a Government servant on leave.

(13) *Lien* means the title of a Government servant to return in a substantive capacity to a permanent post to which he has been appointed substantively.

(14) *Local fund* means—

(a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specified matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules, and

(b) the revenues of any body which may be specially notified by the Governor-General in Council as such

(15) *Local Government*, for the purposes of these rules, does not include a Chief Commissioner

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(i) a departmental commissioned officer

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(17) *Ministerial servant* means a Government servant of a subordinate service whose duties are entirely clerical, and any other class of servant specially defined as such by general or special order of a local Government

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(19) *Officiate*—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A local Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien

(20) *Overseas pay* means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile

(21) (a) *Pay* means the amount drawn monthly by a Government servant as—

(i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and

(ii) overseas pay, technical pay, special pay and personal pay, and

(iii) any other emoluments which may be specially classed as pay by the Governor-General in Council

(b) In the case of a military officer, pay includes the amount which he receives monthly under the following designations—

(i) Military pay and allowances and staff salary,

(ii) Indian Army pay and staff salary, and

(iii) consolidated pay

(22) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time

(23) *Personal pay* means additional pay granted to a Government servant—

(a) to save him from a loss of substantive pay due to a revision of pay or to any reduction of his substantive pay otherwise than as a disciplinary measure, or

(b) in exceptional circumstances, on other personal considerations

(24) *Presumptive pay of a post*, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the Government servant performs or discharges the work or responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned

(25) *Special pay* means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of—

- (a) the specially arduous nature of the duties, or
- (b) a specific addition to the work or responsibility, or
- (c) the unhealthiness of the locality in which the work is performed

(26) *Statutory Civil Servant* means a native of India who was appointed, under notification of the Government of India in the Home Department No 1534, dated the 22nd August 1879, to an office, place or employment mentioned in section 6 of Statute 33 Vict, chapter 3

(27) *Subsistence grant* means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary

(28) *Substantive pay* means the pay, other than special pay or pay granted in view of personal qualifications, which a Government servant draws on account of a post which he holds substantively or by reason of his substantive position in a cadre

(29) *Technical pay* means pay granted to a Government servant in consideration of the fact that he has received technical training in Europe

(30) *Temporary post* means a post carrying a definite rate of pay sanctioned for a limited time

(31) *Time-scale pay* means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive

(32) *Travelling allowance* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service. It includes allowances granted for the maintenance of conveyances, horses and tents

PART II

CHAPTER III—GENERAL CONDITIONS OF SERVICE.

10 Except as provided by this rule, no person may be substantively appointed in India to a permanent post in Government service without a medical certificate of health, which must be affixed to his first pay bill. A local Government may make rules prescribing the form in which medical certificates should be prepared, and the particular medical or other officers by whom they should be signed. It may, in individual cases, dispense with the production of a certificate, and may by general order exempt any specified class of Government servants from the operation of this rule.

11. Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from general revenues, from a local fund or from the revenues of an Indian State.

12 (a) Two or more Government servants cannot be appointed substantively to the same permanent post at the same time.

(b) A Government servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.

(c) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

13 If a Government servant is transferred to duty which there is reason to believe will not terminate within three years, and retains no connection with his substantive post, a local Government may suspend his lien upon that post and fill it substantively, **subject to the condition that the arrangement thus made will be reversed on the return of the Government servant in question*. When the Government servant transferred draws pay in a selection grade of a cadre, another Government servant may, subject to the same reservation, be promoted to the selection grade even if no change of duties is involved.

14 Unless his lien is formally transferred or suspended by the local Government, a Government servant holding substantively a

* The words in italics were substituted with effect from 25th April 1924 —See Government of India, Finance Department, Notification No 1448 C S R dated 23rd May 1924.

permanent post retains a lien on that post or on a post of the same character in the same cadre—

(a) subject to the exception in rule 97, while on leave ,

(b) while on foreign service or holding a temporary post or officiating in another post ,

(c) during joining-time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post , and

(d) while under suspension

Note.—In the case of a chaplain, the acceptance during leave of a benefice in the United Kingdom is not acceptance of foreign service for the purpose of sub-clause (b) above

15 A Government servant shall not, save in cases of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify

16 A Government servant may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as the Secretary of State in Council may by order prescribe

17 Subject to any exceptions specifically made in these rules, an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties.

*18 *Unless the Governor-General in Council, in view of the special circumstances of the case, shall otherwise determine, after five years' continuous absence from duty, elsewhere than on foreign service in India whether with or without leave, a Government servant ceases to be in Government employ*

* The words in italics were added with effect from 1st January, 1922 —Sec Government of India, Finance Department, Notification No F-176 C S R dated 15th December 1924

PART III

CHAPTER IV—PAY

19 Subject to the provisions of rules made under section 45-A of the Act and to any restrictions which the Secretary of State in Council may by order impose upon the powers of the Governor-General in Council or the Governor in Council, as the case may be, the fixation of pay is within the competence of a local Government, provided that, except in the case of personal pay granted in the circumstances defined in Rule 9 (23) (a), the pay of a Government servant shall not be so increased as to exceed the pay sanctioned for his post without the sanction of an authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased

20 *When a Government servant is treated as on duty under rule 9 (6) (b) the Local Government may, at their option, authorise payment to him of the pay of his substantive appointment, or of any lower rate of pay which the Local Government may consider suitable. If the duty consists in a course of training or instruction the pay admissible may, if the Local Government so direct, be, instead of either of the rates just specified, the pay of any officiating appointment held by the officer at the time he was placed on such duty, but this rate of pay shall not be allowed for a period longer than that for which the officer would have held the officiating appointment had he not been placed upon a course*

21 *Time-scale Pay*—Rules 22 to 29 inclusive and Rule 32 apply to time-scales of pay generally. They do not, however, apply to any time-scale sanctioned by the Secretary of State in Council in so far as they are inconsistent with terms specially so sanctioned for such time-scale

22 When a Government servant is appointed substantively to a post on a time-scale of pay —

(a) (i) if he has not previously officiated in the post, or

(ii) if he has officiated in it but his present substantive pay exceeds the pay which he last drew in it,

he will draw as initial pay the pay of the stage in the time-scale next above his present substantive pay, if any, and will draw increments after the periods usually required, and

(b) if he has previously officiated in the post, but his present substantive pay does not exceed the pay which he drew when last officiating, he will draw initial pay equal to that pay, and will count

* Substituted for old rule 20 with effect from 16th July 1925 — See Government of India, Finance Department, Notification No F-212 C S R -25 dated 5th August 1925

for increment in that stage the period during which he was drawing the said pay

23 The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay, provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final

24 An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by a local Government, or by any authority to whom the local Government may delegate this power under Rule 6, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments

25 Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments

26 The following provisions prescribe the conditions on which service counts for increments in a time-scale —

(a) All duty in a post to which a time-scale applies counts for increments in that time-scale

(b) Officiating service in another post, service in a temporary post and leave other than extraordinary leave count for increment in the time-scale applicable to the post on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 13. *Provided that the local Government shall have power, in any case where they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause*

†(c) *If a Government servant, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increments in the time-scale applicable to such lower post*

(d) If a Government servant's tenure of a temporary post is interrupted by duty in another post or by leave other than extraordinary leave or by foreign service, such duty, leave or foreign service counts for increments in the time-scale applicable to the temporary post, if the Government servant returns to the temporary post. *Provided*

* Provisos added with effect from 1st January 1922—See Government of India, Finance Department, Notification No F-154-C S R -24 dated 28th January 1925

† Added with effect from 1st January 1922—See Government of India, Finance Department, Resolution No 1017-C S R dated 22nd June 1923

that the local Government shall have power in any case where they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause

(c) Foreign service counts for increments in the time-scale applicable to—

(i) the post in Government service on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 13, and

(ii) any post to which he may receive officiating promotion under Rule 113 below, for the duration of such promotion

27 An authority may grant a premature increment to a Government servant on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay

28 The authority which orders the transfer of a Government servant as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper

29 If a Government servant, who has been reduced to a lower grade or post on account of misconduct or inefficiency, is subsequently promoted or reinstated, his previous service in the grade or post from which he was reduced counts for increment unless the authority promoting or reinstating him declares that it shall not so count either in whole or in part

*30 *Pay of officiating Government servants*—(1) *Subject to the provisions of Chapter VI, a Government servant holding one post substantively who is appointed to officiate in another post shall not draw enhanced pay on account of the officiating appointment unless it is one of those enumerated in the Schedule to this Rule, or unless it involves the assumption of duties or responsibilities of greater importance than, or of a different character from those attaching to the substantive post*

Provided that the local Government may exempt from the operation of this Rule any service other than an all-India service which is not organised on a time-scale basis, and in which a system of acting promotion from grade to grade is in force at the time of the coming into force of these Rules. Provided further that the Governor-General in Council may specify posts outside the ordinary line of a service the holders of which may, notwithstanding the provisions of this Rule and subject to such conditions as the Governor-General in Council may prescribe, be granted the same pay (whether with or without the extra allowance if any, attached to such posts) as they would have received if still in the ordinary line

(2) *For the purposes of this Rule an officiating post shall not be deemed to involve duties of greater responsibility or of a different character if the officiating post is on the same scale of pay as the substantive post. Any*

* Substituted for old rule 30 with effect from 1st January 1922—See Government of India, Finance Department, Resolution No F-100-II-C S R dated 4th September 1924

two posts are said to be on the same scale of pay when they fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post

Schedule

- (1) District and Sessions Judges, 1st grade
- (2) Sub-Collectors, 1st grade in the Madras Presidency
- (3) Selection grade of the Indian Police Service
- (4) Accountants-General, Class I
- (5) Chief Engineers, Indian Service of Engineers, State Railways.
- (6) Selection posts of Collectors of Customs on pay of Rs 3,000
- (7) Selection grade on pay of Rs 2,500 sanctioned for Post-Masters General who are not members of the Indian Civil Service
- (8) The following grades in the Telegraph Department —
 - (a) Deputy Superintendents, Traffic, 1st Class
 - (b) Deputy Assistant Engineers, 1st Class
 - (c) Deputy Assistant Electricians, 1st Class
- (9) Commissioners, First Grade, in the Bombay Presidency

31 Subject to the provisions of Rules 30 and 35, a Government servant officiating in a post will draw the presumptive pay of that post. If, however, the presumptive pay of the post, whether permanent or temporary, which he holds substantively, is greater than the presumptive pay of the new post, he will draw pay equal to the presumptive pay of his substantive post

Note—If the post in which a Government servant officiates is tenable by a Government servant of any one of several grades or classes in a cadre and the fixation of the pay of all such grades or classes is within the competence of local Government, the local Government may permit the officiating Government servant to draw the pay of any one of such grades or classes

32 A Government servant officiating in a post on a time-scale draws as initial pay the stage of the time-scale next above his substantive pay, if any, provided that, if he has previously officiated in the post or in a post in the same cadre on the same time-scale, his initial pay shall not be less than the pay which he drew when last officiating. All officiating service in any stage of the time-scale, whether continuous or not, counts for increment in that stage. If the presumptive pay of the Government servant's substantive post at any time exceeds the pay calculated under this rule, he will draw pay equal to that presumptive pay

Note—In cases where the fixation of the time-scale of pay is within the competence of the local Government, the local Government may

* Added with effect from 1st January 1922—See Government of India, Finance Department, Notification No F-194-C.S.R. dated 9th December 1924

permit the officiating Government servant to draw as initial pay any stage of the time-scale

33 When a Government servant officiates in a post the pay of which has been fixed at a rate personal to another Government servant, a local Government may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time-scale, not exceeding the lowest stage of that time-scale

31 If a military officer holding substantively a post in a civil department officiates in a military post, he will draw in the military department the emoluments to which he would have been entitled under military rules had his substantive post been a post under the military department

35 A local Government may fix the pay of an officiating Government servant at an amount less than that admissible under these rules

36 A local Government may issue general or special orders allowing acting promotions to be made in the place of Government servants who are treated as on duty under Rule 9 (b) (b)

37 *Personal pay*—Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay

38 *Pay of Official Members of the Indian Legislature*—A Government servant nominated as a member of the Legislative Assembly or the Council of State shall receive, while serving on the Assembly or the Council the pay which he would from time to time have drawn had he not been so serving. He shall receive, in addition, such travelling allowance as the Governor-General in Council may fix

39 *Pay of temporary posts*—When a temporary post is created which may have to be filled by a person not already in Government service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post

40. When a temporary post is created which will probably be filled by a person who is already a Government servant, its pay should be fixed by the local Government with due regard to—

- (a) the character and responsibility of the work to be performed, and
- (b) the existing pay of Government servants of a status sufficient to warrant their selection for the post

41 A person appointed to a temporary post will draw the pay of that post

42 *Subsistence Grants*—A local Government may make a subsistence grant to a Government servant in the following circumstances.—

- (a) To any Government servant other than a military officer, while under suspension

(b) To any Government servant appointed in the United Kingdom, up to a maximum of two months, if, on first arrival in India, he is prevented by illness from proceeding to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct

43 The amount of subsistence grant shall be regulated as follows —

(a) In the case of—

(1) a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules, or

(2) any other Government servant receiving subsistence grant under Rule 42 (b),

it shall be such as the Secretary of State in Council may by general order prescribe

(b) In the case of any Government servant under suspension, other than a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, it shall be such as the suspending authority may direct, but shall in no case exceed one-fourth of the pay of the suspended Government servant

CHAPTER V—ADDITIONS TO PAY

44 *Compensatory allowances*—Subject to any restrictions which the Secretary of State in Council may by order impose upon the powers of the Governor-General in Council or the Governor in Council, as the case may be, and to the general rule that the amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, a local Government may grant such allowances to any Government servant under its control and may make rules prescribing their amounts and the conditions under which they may be drawn

Note—Compensatory allowance does not include the grant of a free passage to or from the United Kingdom, which requires the general or special sanction of the Secretary of State in Council, nor, for the purpose of this rule, does it include a sumptuary allowance

15 *Provision of Residences*—When Government supplies a Government servant with a residence leased, acquired or constructed at Government expense, the following conditions shall be observed —

(a) The scale of accommodation supplied shall not exceed that which is appropriate to the status of the occupant

(b) Save in the circumstances mentioned in clause (e) below, the occupant shall pay rent for the residence, and such rent shall not exceed the standard rent which the local Government may fix for the residence, or 10 per cent of the occupant's emoluments, whichever is less. Emoluments, for the purpose of this rule, include compensatory allowance other than travelling allowance, whether drawn from general revenues or from a local fund, and pension, if the occupant is in receipt of pension

Note—The standard rent shall be calculated as follows —

(i) In the case of leased residences, it shall be the sum paid to the lessor, *plus* such allowance for maintenance and repairs, if these are a charge on the local Government, as the latter may fix

(ii) In the case of residences acquired or constructed by Government, it shall be calculated on the cost of acquiring or constructing the residence, including any capital expenditure incurred after acquisition or construction together with the cost or assessed value of the site, and shall be a percentage of its cost equal to **such rate of interest as may from time to time be fixed by the Secretary of*

*Words in italics were substituted with effect from 19th June 1922—See Government of India, Finance Department, No 1061-E B dated 4th September 1922

State in Council, plus such allowance for maintenance and repairs as the local Government may fix

(c) Nothing contained in clause (b) above shall operate to prevent a local Government from—

(i) taking in any particular area a uniform percentage of emoluments, not exceeding 10 per cent, as rent from each Government servant supplied with a residence, provided that, if the uniform percentage taken is less than 10 per cent, the total amount of the standard rent fixed for all residences supplied in that area is thereby recovered, or

(ii) taking from any Government servant, who is in receipt of a compensatory allowance granted on account of dearness of living a rent in excess of 10 per cent of his emoluments

(d) A local Government may make rules prescribing the principles on which rent shall be assessed in the case of Government servants who are supplied with residences in more than one station, or who owing to the nature of their duties, occupy Government residences for a part only of the year, provided that—

(i) a Government servant, to whom more residences than one are allotted, shall not pay less rent for the total period of occupation in any one year than 10 per cent of his emoluments for that period, or the total of the standard rents for the period of occupation of each house, whichever is less, and

(ii) a Government servant to whom a Government residence is allotted for a part only of the year shall not pay less rent than the amount calculated on that residence under clause (b) above for the period of occupation

(e) A local Government may, in very special circumstances for reasons which should be recorded, waive or reduce the amount of rent to be recovered, or grant rent-free accommodation to Government servants who are required to occupy particular houses in order to ensure the proper performance of their duties

(f) The limit of 10 per cent prescribed under clause (b) and the uniform percentage of emoluments mentioned in clause (c) above have reference to the rent of the building only. Adequate additional rent should be charged for furniture, water-supply and sanitary, heating and electric installations, if these are supplied. Such charges should not be foregone, except in very special circumstances, for reasons which should be recorded

46 *Honoraria*—A Government servant may be granted an honorarium from general revenues, or permitted to receive an honorarium or a recurring or non-recurring fee from a private person or body, or from a public body, including a body administering a local fund, or from an Indian State, in return for work performed either within or outside the course of his ordinary duties, when the work is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward

The reasons for the grant of the honorarium or fee shall be recorded in writing by the sanctioning authority

47 A local Government may make rules fixing the amounts which may be sanctioned as honoraria or fees by the authorities subordinate to it and specifying the conditions under which they may be granted or accepted

Note—This rule does not apply to the acceptance of honoraria or fees by medical officers in civil employ, which shall be governed by such orders as the Secretary of State in Council may issue in this behalf

48. Any Government servant is eligible to receive without special permission (a) the premium awarded for an essay or plan in public competition, or (b) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice, and also any remuneration or reward payable under any special or local law or in accordance with the provisions of any Act or regulation or rules framed thereunder

CHAPTER VI—COMBINATION OF APPOINTMENTS.

49 A local Government may appoint one Government servant to hold substantively, as a temporary measure, or to officiate in, two or more independent posts at one time. In such cases his pay is regulated as follows —

(a) The highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post,

(b) for each other post he draws such reasonable pay, in no case exceeding half the presumptive pay of the post, as the local Government may fix, and

(c) if a compensatory allowance is attached to one or more of the posts, he draws such compensatory allowance as the local Government may fix, provided that such allowance shall not exceed the total of the compensatory allowances attached to all the posts

CHAPTER VII—DEPUTATION OUT OF INDIA

50 Unless the Secretary of State in Council by general or special order otherwise direct, no deputation of a Government servant out of India shall be sanctioned without previous reference to the Secretary of State in Council .

51 When a Government servant is with proper sanction so deputed, his pay and allowances shall, unless the Secretary of State in Council in any particular case otherwise direct, be regulated by the Governor-General in Council as follows —

(a) If the deputation is declared by the Governor-General in Council to be under *quasi*-European conditions, the Government servant deputed shall be granted not more than two-thirds of the pay which he would draw if he were on duty in India. The Governor-General in Council may relax the limit of two-thirds in the case of a Government servant of Indian domicile. A compensatory allowance also may be granted by the Secretary of State in Council if the deputation is to Europe or America, or in other cases by the Governor-General in Council.

(b) If the deputation is declared not to be under *quasi*-European conditions, the emoluments of the Government servant deputed shall be determined by the Governor-General in Council with due regard to the provisions of Rule 40 above as though a temporary post had been created.

** With effect from the 13th July 1922 the sterling equivalent of the pay granted under clauses (a) and (b) of this rule to a Government servant during deputation shall be calculated at the market rate of exchange subject to a minimum of 1s 6d per rupee*

*Added with effect from 17th September 1924 —See Government of India, Finance Department, Notification No 202-C S R dated 24th October 1924, but has effect from 13th July 1922

CHAPTER VIII—DISMISSAL AND SUSPENSION.

52 The pay and allowances of a Government servant who is dismissed from service cease from the date of such dismissal

53 A Government servant under suspension is entitled to the following payments —

(a) If a military officer in civil employ, to the pay and allowances of his military rank

(b) In any other case, to subsistence grant

54 When the suspension of a Government servant as a penalty for misconduct is, upon re-consideration or appeal, held to have been unjustifiable or not wholly justifiable, or

when a Government servant dismissed or suspended pending enquiry into alleged misconduct is, upon re-consideration or appeal, reinstated, —

the revising or appellate authority may grant to him for the period of his absence from duty—

(a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or suspension, or

(b) if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe

In a case falling under clause (a), the period of suspension or dismissal will be treated as a period spent on duty. In a case falling under clause (b) it will not be treated as a period spent on duty unless the revising or appellate authority so direct

55. Leave may not be granted to a Government servant under suspension.

CHAPTER IX—COMPULSORY RETIREMENT AND RESIGNATION OF OFFICE

56 (a) Except as otherwise provided in this rule, a Government servant, other than a ministerial servant, is required to retire on attaining the age of 55 years. He may be retained in service after that age with the sanction of the local Government on public grounds, which must be recorded in writing, but he must not be retained after the age of 60 years except in very special circumstances.

(b) A ministerial servant may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient, up to the age of 60 years. He must not be retained after that age except in very special circumstances, which must be recorded in writing, and with the sanction of the local Government.

(c) The following are special rules applicable to particular services —

(i) A member of the Indian Civil Service, who is not a judge of a Chief Court, must retire after 35 years' service counted from the date of his arrival in India, provided that, if he has held his post for less than five years, he may, with the sanction of the Governor-General in Council, be permitted to retain it until he has held it for that period.

(ii) A member of the Indian Civil Service, who is a judge of a Chief Court, must retire on attaining the age of 60 years.

(iii) In the case of the officers specified in Rule 98 below, and of the Legal Remembrancer and Secretary to the Legislative Council of the Punjab if he fulfils the conditions prescribed in that rule, the age limit is 60 years.

(iv) A civil engineer in the Public Works or Railway Department must retire on reaching the age of 55 years, and may be required by the Governor-General in Council to retire on reaching the age of 50 years if he has not attained to the rank of Superintending Engineer, provided that, in the case of Chief Engineers, the local Government may in special circumstances, which should be recorded in writing, grant an extension of service not exceeding three months.

(v) A civilian in the Superior Railway Revenue Establishment or the Superior Establishment of the Telegraph Department must retire on reaching the age of 55 years.

Note—This sub-clause does not apply to members of the first and second divisions of the Superior Telegraph Traffic Branch (other than officers of the old Superior Telegraph Establishment), nor to those of the second division of the Superior Telegraph Engineering and Technical Branches, whose retirement is governed by clause (a) of this rule.

** (ii) The Bishops of Lahore, Rangoon, Lucknow, and Nagpur, though borne on the cadre of the Indian Ecclesiastical Establishment, are not subject to any rule requiring their retirement at a particular age*

(vii) The following provisions are applicable to military officers in civil employ :—

(1) Officers of the Indian Medical Service must retire from civil employ at the age of 55 years, provided that—

1 a Director General of the Indian Medical Service may remain in service up to the age of 60 years ,

2. Surgeons-General and Inspectors-General of Civil Hospitals may remain in civil employ up to the age of 57 years , and

† 3 a Lieutenant-Colonel who entered the service before the 1st April 1911 and was specially selected for increased pay on or before 16th February 1921, may remain in civil employ till he completes 30 years' service, but if he is specially selected for increased pay after the 16th February 1921, he shall be retired on attaining the age of 55 years unless he has not completed 27 years' service for pension, in which case he may be retained until he completes such period of service

(2) Military officers in the Survey of India Department cease to be in civil employ on reaching the age of 55 years unless granted an extension by the Secretary of State in Council

(3) Military commissioned officers serving in the Public Works or Railway Department cease to be in civil employ under the same conditions as govern the retirement of civil engineers of those departments. In addition, an officer of the Royal Engineers must retire on attaining the rank of General Officer , provided that, if he is holding a post of Chief Engineer, he may, with the sanction of the Governor-General in Council, be permitted to complete a five years' tenure of the post, unless in the meantime he is required to vacate office under some other regulation

(4) Military officers serving in any department, other than those mentioned in (1) to (3) of this sub-clause, cease to be in civil employ on reaching the age of 55 years ; but any such officer, being a military commissioned officer and having held his post for less than five years, may for special reasons, with the sanction of the Governor-General in Council, be permitted to retain it until he has held it for that period

Note 1—This rule does not apply to a Government servant who is appointed to any post by His Majesty the King-Emperor of India, or by the Governor-General in Council with His Majesty's approval.

* Added with effect from 22nd July 1924 —See Government of India, Finance Department, Notification No F-131-C S R -24 dated 19th August 1924

† Substituted with effect from 3rd October 1923 —See Government of India, Finance Department, Resolution No 2189 C S R dated 10th December 1923

Note 2—For the purpose of sub-clauses (i), (vi) (3) and (vi) (4) of clause (c) of this rule officiating tenure of a post shall be included in calculating the period of five years.

** Note 3.*—*The grant, under Rule 86, of leave extending beyond the date on which a Government servant must compulsorily retire, or beyond the date up to which a Government servant has been permitted to remain in service, shall be treated as sanctioning an extension of service up to the date on which the leave expires*

57. The resignation of his office by a member of the executive council of the Governor-General, of a Governor or a Lieutenant-Governor shall take effect from the date following that of his embarkation at any port in India other than Aden, or from the date of expiry of five years' tenure of office, or from the date of his successor's entry upon office, whichever of these dates be earliest. His five years' tenure shall begin from the date on which he first entered upon office, whether as a temporary member appointed in India or after the issue of His Majesty's warrant of appointment, but shall not include any period, other than a period spent on leave, during which he draws less than full pay.

* Added by the Secretary of State in Council—See Government of India, Finance Department, Resolution No 1194-C S R dated 22nd October 1922

PART IV

CHAPTER X—LEAVE

Section I—Extent of Application.

58 Unless in any case it be otherwise distinctly provided in section VI of this chapter, the rules in sections I to V of this chapter apply to all Government servants to whom the fundamental rules as a whole apply, provided that it shall be open to any person who is in Government service at the time when the fundamental rules come into force to exercise the option of remaining under the leave rules to which he has hitherto been subject. The intention of exercising this option must be specifically declared to the local Government or the Governor-General in Council, as the case may be, within six months of the date on which the fundamental rules come into force or, if the Government servant be on leave on that date within six months of his return from leave. Every Government servant who does not make such a declaration will become subject to the rules in sections I to V of this chapter. The option once exercised is final.

Note.—A similar option may be exercised by the Government servants mentioned in rules 99 and 100.

59 Leave is earned under sections I to V of this chapter by a Government servant holding substantively a permanent post in civil employ, or holding a lien on such a post.

60 Leave is earned by duty only. For the purpose of this rule a period spent in foreign service counts as duty if contribution towards leave-salary is paid on account of such period.

61 A military commissioned officer appointed to a post in civil employ becomes subject to these rules under the following conditions—

(a) (i) An officer subject, before such appointment, to the Indian Army Leave Rules, becomes subject to these rules from the date of first substantive appointment to a post in civil employ or from the date of completion of three years' continuous officiating duty in such service, whichever is earlier. In reckoning continuous duty—

(1) any period of foreign service, to which transfer was made direct from a civil post, may be included, and

(2) leave does not operate to break continuity unless the officer has to revert to military employ in order to obtain such leave.

Note.—This rule also applies to commissioned officers transferred from the Army Veterinary Department to the Civil Veterinary Department.

(u) A continuous service officer of the Royal Engineers becomes subject to these rules from the date of his entry into permanent civil employ or from the date of his election for continuous Indian service, whichever is later.

(v) A non-continuous service officer of the Royal Engineers, if he elects for these rules, becomes subject to them from the date of his entry into permanent civil employ or from the date of completion of five years' Indian service, whichever is later.

(b) Transfer from military service to a post in civil employ, the tenure of which is limited to a definite period, does not entitle an officer to leave under these rules

62 Except as provided in rule 61, a military officer in civil employ remains subject to military leave rules.

63. When a military commissioned officer subject to these rules is temporarily transferred to military duty, but retains a lien on his post in civil employ, the period of his absence counts as duty for leave under these rules

64 Unless in any case it be otherwise expressly provided by or under these rules, a Government servant transferred to a service or post to which these rules apply from a service or post to which they do not apply is not ordinarily entitled to leave under these rules in respect of duty performed before such transfer, but a Government servant reverting from duty as Judge of a High Court, or as one of the officers specified in rule 98 below, may count such duty for leave as though it were duty performed in a vacation department, all leave taken during the service concerned being treated as taken under these rules

65. (a) A Government servant who resigns the public service or is discharged from it on reduction of establishment cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority sanctioning the re-employment

(b) A Government servant who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave, unless the appellate or reviewing authority declares that he shall not so count it in whole or in part

Section II —General Conditions

66 A local Government may make rules specifying the authorities by whom leave, other than special disability leave, under rule 83, may be granted

67 Leave cannot be claimed as of right When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it

68 Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed When joining time is allowed to a Government servant returning from

leave out of India, the last day of his leave is the day before the arrival of the vessel in which he returns at her moorings or anchorage in the port of debarkation. A local Government may, however, make rules defining the circumstances in, and the conditions on, which Sundays or other recognized holidays may be prefixed to leave or affixed to leave or joining time.

69 A Government servant on leave may not take any service or accept any employment without obtaining the previous sanction of—

(a) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies, and

(b) the Governor-General in Council, or any lower authority empowered to appoint him, if he is residing elsewhere.

Note—This rule does not apply to casual literary work, or to service as an examiner or similar employment, nor does it apply to acceptance of foreign service, which is governed by rule 110.

70 All orders recalling a Government servant to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the Government servant is entitled to no concession. If it is compulsory, he is entitled.—

(a) If the leave from which he is recalled is out of India,—

(i) to receive a free passage to India, and, provided that he has not completed half the period of his leave by the date of leaving for India on recall, or three months, whichever period is shorter, to receive a refund of the cost of his passage from India,

(ii) to count the time spent on the voyage to India as duty for purposes of calculating leave, and

(iii) to receive leave-salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post to be paid leave-salary at the same rate at which he would have drawn it had he not been recalled but returned in the ordinary course on the termination of his leave.

(b) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance for the journey, but to draw until he joins his post leave-salary only.

71 No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in such form as the Governor-General in Council, in the case of a Government servant on leave in Asia, or the Secretary of State in Council, in the case of a Government servant on leave elsewhere, may by order prescribe. A local Government may require a similar certificate in the case of any Government servant who has been granted

* Substituted with effect from 24th July 1923—See Government of India, Finance Department, Resolution No 1640 C S R dated 25th September 1923.

leave for reasons of health, even though such leave was not actually granted on a medical certificate.

72 Unless he is permitted to do so by the authority which granted his leave, a Government servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

73 A Government servant who remains absent after the end of his leave is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it were leave on half average pay, unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of rule 15.

74. (a) Subject to any instructions which may be given by the Governor-General in Council in connection with the control of the issue of money from treasuries or by the Auditor General in India in order to secure efficiency and uniformity of audit, a local Government may make rules prescribing the procedure to be followed in India—

(i) in making application for leave and for permission to return from leave,

(ii) in granting leave,

(iii) in the payment of leave-salary, and

(iv) in the maintenance of records of service

(b) The procedure to be followed elsewhere than in India will be prescribed by the Governor-General in Council.

Section III—Special and Ordinary Leave Rules

* 75. (1) All Government servants who are not hereinafter declared to be subject to the special leave rules shall be subject to the ordinary leave rules.

(2) The following Government servants shall be subject to the special leave rules, namely—

(a) Any Government servant having at the time of his appointment his domicile elsewhere than in Asia.

Provided that no such Government servant shall be entitled to the benefits of the special leave rules who, prior to such appointment, has, for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments, or other privilege, claimed or been deemed to be a native of India,

* Rules 75 to 75C were inserted by the Secretary of State with effect from 24th July 1923—See Government of India, Finance Department, Resolution No 1455-C S R dated 18th August 1923. Pending their issue it was decided that all officers who were under the European Service Leave Rules on the date of introduction of the Fundamental Rules will be subject to the special leave rules.

(Government of India, Finance Department, No 810-C S R dated 28th July 1922.)

(b) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, had been admitted to the benefits of the European services leave rules under the Civil Service Regulations, or who between the 1st January 1922 and the 24th July 1923, held a post which would have entitled him to such admission had he been subject to the Civil Service Regulations, and

(c) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, held substantively an appointment in a department in which the attainment of a certain rank or a certain rate of pay entitled the officer to admission to the benefits of the European services leave rules under the Civil Service Regulations

Provided that such a Government servant shall only be entitled to the benefits of the special leave rules when he attains that rank or rate of pay

Provided further that the concession allowed by clause (c) of this rule is not admissible to a Government servant who attains such rank or rate of pay by reason of being promoted by selection from a subordinate service or post after the 24th July 1923

75A For the purpose of rule 2 of Rule 75 the domicile of a person shall be determined in accordance with the provisions set out in the Schedule to these rules

Provided that a person who was born and has been educated exclusively in Asia and has not resided out of Asia for a total period exceeding six months shall be deemed to have his domicile in Asia

75B. No Government servant who, after his appointment to a service or post acquires a new domicile, shall thereby lose his right to, or become entitled to admission to, the benefits of the special leave rules

75C If any question arises as to the domicile of any Government servant at the time of his appointment, the decision thereon of the Secretary of State in Council in the case of persons appointed by him, of the Governor-General in Council in the case of persons appointed by him, or of the local Government in the case of persons appointed by them shall be final

Section IV —Grant of Leave

76 A leave account shall be maintained for each Government servant in terms of leave on average pay

77 (a) In the leave account of a Government servant, who on his entry into Government service becomes subject to these rules, shall be credited —

(i) If he be under the special leave rules, five-twenty-seconds of the period spent on duty, and

(ii) if he be under the ordinary leave rules, two-elevenths of the period spent on duty

(b) In the leave account of a Government servant who is already in Government service when he becomes subject to these rules shall be credited.—

(i) If he be under the special leave rules—

(1) the privilege leave which it would, on the date on which he becomes subject to these rules, be permissible to grant to him under the rules in force prior to that date : *plus*

* (2) *one-twelfth of the period prior to that date spent on duty or on privilege leave while subject to the Indian Service leave rules of the Civil Service Regulations , plus*

(3) *one-eighth of the period prior to that date spent on duty or on privilege leave while subject to European Service leave rules ; plus*

(4) *five-twenty-seconds of the period spent on duty subsequent to that date.*

(ii) If he be under the ordinary leave rules—

(1) the privilege leave which it would, on the date on which he becomes subject to these rules, be permissible to grant to him under the rules in force prior to that date : *plus*

(2) *one-twelfth of the period spent on duty or on privilege leave prior to that date plus*

(3) *two-elevenths of the period spent on duty subsequent to that date*

(c) In the case of a military commissioned officer who becomes subject to these rules, the credit under (b) (i) (2) above shall be in respect of the period of his service in India

Note.—A commissioned officer transferred from the Army Veterinary Department to the Civil Veterinary Department shall be considered, for the purposes of this rule, to have been subject to the Indian Army Leave Rules from the date of his arrival in India on his last tour of service

(d) Any other Government servant transferred permanently from military to civil employ is entitled to a credit to his leave account based on such portion of his military duty as, under the rule for the time being in force, is permitted to count for pension.

(e) A statutory civil servant or a Government servant who is subject, at the time when these rules come into force, to the Indian Service Leave Rules which were in force in January 1920, is entitled to credit to his leave account, in addition to the periods admissible under clause (b) above, one-third of any period of leave on medical certificate taken under the former rules

* Rules (2) and (3) substituted with effect from 1st January 1922 —See Government of India, Finance Department, Notification No F-222-(2)-C S R -24 dated 17th March 1925

* 78 The amount of leave debited against a Government servant's leave account is—

† (a) *the actual period of leave on average pay including any furlough on average salary taken under rules previously in force but excluding special disability leave on average pay under rule 83 (g), and*

(b) *half the period of leave on half average pay (other than special disability leave) or on quarter average pay or on leave salary equal to subsistence grant under the note to rule 88, or of special disability leave on average pay under rule 83 (g)*

‡ Note (1).—*No privilege leave taken under the former Civil Leave Rules, or by a military officer under the British or Indian Army Leave Rules before coming under civil rules, is to be debited under (a) above*

Note (2) (i).—*Under (b) above are to be debited—*

(a) *Furlough, leave on medical certificate and special leave with allowances taken under either the European Service Leave Rules or the Indian Service Leave Rules as they stood before these rules came into force*

(b) *In the case of a military officer, leave in and out of India on less than full pay earned by service in India under the British or Indian Army Leave Rules, but the debit shall not exceed the credit given under rule 77 (c) above*

(ii) *In the case of a member of the Indian Civil Service or a military commissioned officer subject to these rules special leave with allowances taken under rules previously in force, and leave not due taken under these rules, up to a combined maximum of three months, reckoned in terms of leave on average pay, shall not be so debited*

Note (3).—*In cases covered by rule 77 (d), the leave taken during the period of duty on which the credit to the leave account is based, is to be debited as prescribed in notes (1) and (2) above*

79 When a Government servant, who has previously been subject to the ordinary leave rules, is admitted to the benefits of the special leave rules, no change shall be made in the amount of leave previously credited and debited to his account, but he shall be entitled to the maximum amount of leave prescribed in rule 81 (a) (i).

80 The amount of leave due to a Government servant is the balance of leave at his credit in the leave account

* As amended with effect from 1st January 1922 —See Government of India, Finance Department, Notification No F-91-C S R-25 dated 10th August 1925

† Substituted with effect from 15th October 1924 —See Government of India, Finance Department, Notification No F-138-II-I-C S R dated 20th November 1924

‡ Notes 1, 2 and 3 were substituted with effect from 19th February 1924 —See Government of India, Finance Department, Notification No 499 C S R dated 6th April 1924

81 Leave may be granted to a Government servant at the discretion of the authority entitled to grant the leave, subject to the following restrictions —

(a) The maximum amount of leave which may be granted, expressed in terms of leave on average pay, is the privilege leave which it would be permissible to grant to the Government servant in question, on the date on which he becomes subject to these rules, under the rules applicable to him prior to that date *plus*

one-eleventh of the period spent on duty subsequent to that date *plus*—

(i) in the case of Government servants under the special leave rules, three years, or

(ii) in the case of Government servants under the ordinary leave rules, two and a half years

** Provided that special disability leave on half average pay shall not be taken into account in calculating the maximum prescribed by this clause, and, in the case of such leave taken on average pay, account shall be taken of only half the period thereof*

† (b) *The maximum amount of leave on average pay including any furlough on average salary taken under rules previously in force which may be granted is —*

(i) *To a Government servant under the special leave rules, eight months at any one time, and, in all,—*

the privilege leave which it would, on the date on which he comes under these rules, be permissible to grant to him under the rules applicable to him prior to that date plus

one-eleventh of the period spent on duty subsequent to that date plus one year

(ii) *To a Government servant under the ordinary leave rules, four months at any one time, and, in all,—*

the privilege leave which it would, on the date on which he comes under these rules, be permissible to grant to him under the rules in force prior to that date plus

‡ one-eleventh of the period spent on duty subsequent to that date ; provided that, in the case of a Government servant subject to

* Added with effect from 1st January 1922—See Government of India, Finance Department, Notification No F-91-C S R -25 dated 10th August 1925

† Substituted with effect from 15th October 1924—See Government of India, Finance Department, Notification No F-138 II-I-C S R dated 20th November 1924

‡ The words " plus one year " were omitted from this sub-paragraph by the Secretary of State in Council—See Government of India, Finance Department, Resolution No 1414-C S R dated 20th December 1922 Government servants who had elected the new rules were given the option of electing within three months from 20th December 1922 to revert to the rules by which they were previously governed In the case of officers who were on leave on 20th December 1922 the option allowed could be exercised within three months of their return from leave—See Government of India, Finance Department, No 959-C S R dated 13th June 1923

the ordinary leave rules, who either takes leave on medical certificate or spends his leave elsewhere than in India or Ceylon, the maxima prescribed in sub-clause (1) of this clause shall apply

Note—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clauses (1) and (11) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months

(c) Leave not due may be granted subject to the following conditions —

(i) on medical certificate, without limit of amount, and

(ii) otherwise than on medical certificate, for not more than three months at any one time and six months in all, reckoned in terms of leave on average pay

(d) The maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is twenty-eight months.

(e) When a Government servant returns from leave which was not due and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due

82 The following provisions apply to vacation departments only —

(a) A local Government may make rules specifying the departments or parts of departments which should be treated as vacation departments, and the conditions in which a Government servant should be considered to have availed himself of a vacation

(b) Vacation counts as duty, but the periods of total leave in rules 77, 81 (a) and 81 (b) should ordinarily be reduced by one month for each year of duty in which the Government servant has availed himself of the vacation. If a part only of the vacation has been taken in any year, the period to be deducted will be a fraction of a month equal to the proportion which the part of the vacation taken bears to the full period of the vacation

(c) In cases of urgent necessity, when a Government servant requires leave and no leave is due to him, the periods in rules 77 and 81 (a), as reduced by clause (b) of this rule, may be increased by one month for every two years of duty in a vacation department

(d) When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave

83 (a) On the conditions specified in clauses (b), (c) and (d) of this rule, a local Government may grant special disability leave to a Government servant who is disabled by injury or illness—

(i) in the performance of any particular duty which has the effect of increasing his liability to injury or illness beyond the ordinary risk attaching to the civil post which he holds, or

(21) in, or in consequence of the due performance of his official duties or in consequence of his official position

(b) The grant of special disability leave is subject to the following conditions —

(i) The disability must be certified by a medical board to be directly due to the performance of the particular duties or to the holding of an official position.

(ii) The disability must ordinarily have manifested itself within three months of the performance of the duties or of the occurrence to which it is attributed, and the person disabled must have acted with due promptitude in bringing it to notice. The period of three months may be extended by the Governor-General in Council if he is completely satisfied as to the cause of the disability.

(iii) The period of leave granted shall be such as is certified by a medical board to be necessary and shall in no case exceed two years. If leave for less than two years is granted in the first instance, it shall not be extended except on the certificate of a medical board.

(iv) Special disability leave may be combined with leave on average pay, if due, up to a maximum of four months of such leave, and with leave on half average pay if due and certified by a medical board to be necessary.

(c) If a Government servant has contracted such disability while serving with a military force, he shall, in the event of his discharge as unfit for further military service, be eligible for special disability leave on the conditions specified in clause (b) of this rule, provided that—

(i) he is not reported to be completely and permanently incapacitated for further civil service, and

(ii) any period of leave on medical certificate granted to him under military rules on account of the disability is reckoned as part of the period of two years up to which special disability leave may be granted.

(d) If a Government servant has contracted such disability during service otherwise than with a military force, special disability leave may not be given unless the injury or illness is, in the opinion of the local Government, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

(e) Special disability leave may be granted if a disability contracted as in clause (a) of this rule is aggravated or reproduced in similar circumstances at a later date, but not more than two years of such leave shall be granted in consequence of any one disability.

* (f) *Special disability leave shall count as duty in calculating service for pension, and shall not, except as provided in rule 78 (b), be debited against the leave account.*

* Substituted with effect from 1st January 1922 — See Government of India, Finance Department, Notification No F-91-C.S.R.-25 dated 10th August 1925

* (g) *Leave salary on special disability leave shall, subject to the maxima and minima prescribed in rules 89 and 90, be equal to half average pay, or, at the Government servant's option, for a period not exceeding the period of leave on average pay which would otherwise be admissible to him, to average pay.*

† (h) *In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act*

84 Leave may be granted to Government servants, on such terms as the Secretary of State in Council may by general order prescribe, to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

85 (a) In special circumstances and when no other leave is by rule admissible extraordinary leave may be granted. Such leave is not debited against the leave account. No leave-salary is admissible during such leave.

(b) The authority which has the power to sanction leave may grant extraordinary leave as in clause (a) in combination with, or in continuation of, any leave that is admissible, and may commute retrospectively periods of absence without leave into extraordinary leave.

(c) When extraordinary leave is granted to a military officer subject to these rules, he will continue to be treated as in civil employ for all purposes until he is placed on military temporary non-effective pay, by the order of a medical board. If after being placed on military temporary non-effective pay, he returns to duty in India, he will have no claim to reinstatement in civil employ.

86 Leave granted to a Government servant should in no case extend more than six months beyond the date on which the Government servant must compulsorily retire or, if a Government servant is retained in service after that date, more than six months beyond the date on which he ceases to discharge his duties.

Section V —Leave-salary.

87 Subject to the conditions in rules 81, 88, 89 and 90, a Government servant on leave shall, during leave, draw leave-salary as follows —

(a) If the leave is due, leave-salary equal to average pay, or to half average pay, or to average pay during a portion of the leave and half average pay during the remainder, as he may elect, and

* Substituted with effect from 1st January 1922 — See Government of India, Finance Department, Notification No F-91-C S R -25 dated 10th August 1925

† Inserted by the Secretary of State's Resolution of 30th September 1925 — See Government of India, Finance Department, Notification No 353-C S R -25 dated 23rd November 1925. This amendment has been introduced with effect from 1st July 1924,

(b) if the leave is not due, leave-salary equal to half average pay.

** Provided that when a non-gazetted Government servant takes leave, and—*

(i) *his pay is less than Rs 300 ; or*

(ii) *the leave taken does not exceed one month,*
his average pay for the purpose of this rule shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave

88 After continuous absence from duty on leave for a period of 28 months a Government servant will draw leave-salary equal to quarter average pay, subject to the maxima and minima prescribed in rules 89 and 90

*Note —*A member of the Indian Civil Service or a military commissioned officer subject to these rules is entitled to leave-salary equal to subsistence grant after this period

89 Except during the first four months of any period of leave on average pay, leave-salary is subject to the monthly maxima shown in the following table :—

	Average		Half average.		Quarter Average	
	Outside Asia	In Asia	Outside Asia.	In Asia	Outside Asia	In Asia.
	£	Rs	£	Rs	£	Rs
Indian Civil Service and military commissioned officers subject to the special leave rules	222	2,222	111	1,111	.	
Other Government servants subject to the special leave rules	200	2,000	100	1,000	60	600
Government servants subject to the ordinary leave rules	150	1,500	75	750	60	600

Note 1.—The maximum of average pay does not apply in the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, during a period equal to that for which he is entitled to privilege leave.

Note 2 —The maximum of average pay does not apply to a Government servant serving in a vacation department during a period of leave on average pay equivalent to one month for each year since his last leave during which he has not availed himself of the vacation, and to a proportionate fraction of a month during which he has taken a part only of the vacation, provided that, in the case of a Government servant who is transferred with leave to his credit from a non-vacation to a vacation department, the local Government shall decide, on the first occasion on which he takes leave after such transfer, the period not exceeding four months for which the maximum limit of leave-salary shall not be applied to him

* Added with effect from 8th October 1924 — See Government of India, Finance Department, Notification No F-143-C.S R dated 12th November 1924.

90. Subject to the condition that the leave-salary of a Government servant shall in no case exceed his average pay, leave-salary is subject to the monthly minima shown in the following table.—

	Half Average		Quarter Average	
	Outside Asia	In Asia	Outside Asia	In Asia
	£	Rs	£	Rs
Indian Civil Service and military commissioned officers subject to the special leave rules	55½	555		
Other Government servants subject to the special leave rules	33	333	16½	166
Government servants subject to the ordinary leave rules	25	250	12½	125

Note 1—The minima specified above for Government servants other than members of the Indian Civil Service and military commissioned officers apply only when leave is taken or extended out of India

Note 2—In the case of a military commissioned officer, the minimum leave-salary during such leave as may be added under rule 77 (b) to the leave earned by duty under these rules shall be that prescribed by the military rules to which the officer was subject immediately before he came under these rules, and for an officer of the Royal Engineers who was serving under the Indian Army Leave Rules immediately before he became subject to these rules, the minimum shall be the rate prescribed by the leave rules for the Indian Army according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers, who was serving under British Army Leave Rules immediately before he became subject to these rules, the minimum for so much of the leave credited as has been earned by service in civil employment shall be at the rate of—

(i) £55½ out of Asia and 555 rupees in Asia if he elected for continuous service in India before the 1st February 1898, or

(ii) the amount shown in sub-clause (i) or the pay last drawn by him on duty whichever is less, if he elects to come under civil leave rules after completing five years' service

Note 3—A military commissioned officer subject to these rules, who is granted leave on medical certificate in excess of the amount earned by him under both the civil and military rules, may be allowed the civil minimum rate of leave-salary for the period of leave taken in excess of the amount so earned

* 91. (1) *That portion of leave-salary which represents overseas pay drawn in sterling shall be paid in all cases in sterling*

(2) *Subject to the provisions of sub-rule (1) leave-salary shall be drawn in rupees if due in respect of leave spent in Asia, and in sterling if due in respect of leave spent out of Asia*

* Substituted with effect from 17th March 1925—See Government of India, Finance Department, Notification No F 96-(1) C S R.,-24 dated 18th April 1925

Provided that—

(a) *in the case of leave on average pay not exceeding four months, or of the first four months of such leave if it exceeds four months, leave-salary due in respect of any portion of such leave which is spent in Asia may, if the officer proceeds out of Asia during the currency of such leave, or within one month of its termination, be drawn in sterling and leave-salary due in respect of any portion of such leave spent out of Asia may be drawn in rupees, and*

(b) *in the case of leave of any other description, or of periods of leave on average pay after the first four months of such leave, if the amount of such leave spent in Asia prior to embarkation does not in all exceed one month, leave-salary in respect of the whole of such leave may be drawn in sterling*

(3) *Leave salary drawn in rupees shall be drawn in India, or, in the case of a Government servant who spends his leave in Ceylon, in Ceylon*

(4) *Leave-salary drawn in sterling shall be drawn in London, or, at the Government servant's option, in any British Dominion or Colony which the Secretary of State in Council may by order prescribe for the purpose, provided that the officer spends his leave in the Dominion or Colony in which he has elected to draw his leave-salary*

(5) *Leave-salary shall be converted into sterling at such rate of exchange as the Secretary of State may by order prescribe*

* 92 *The rupee and sterling maxima and minima prescribed in rules 89 and 90 shall be applied to leave-salaries paid respectively in rupees and in sterling*

93 *A compensatory allowance should ordinarily be drawn only by a Government servant actually on duty, but a local Government may make rules specifying the conditions under which a Government servant on leave on average pay may continue to draw a compensatory allowance, or a portion thereof, in addition to leave-salary during the first four months of his leave. One of these conditions should be that the whole or a considerable part of the expense to meet which the allowance was given continues during leave*

Section VI—Exceptions and Special Concessions

94 *The rules in sections I to V are not applicable to the following Government servants whose leave is governed by the Act or by rules made under other sections of the Act —*

- (a) *Members of the executive council of the Governor-General or of a Governor or Lieutenant-Governor*
- (b) *The Chief Justices and other Judges of the several High Courts.*
- (c) *The Bishops of Calcutta, Madras and Bombay.*
- (d) *The Auditor-General in India*

* Substituted with effect from 17th March 1925 —See Government of India, Finance Department, Notification No F 96-(1)-C S R 24 dated 18th April 1925

* 94-A. *The rules in sections I to V are not applicable to the Presidents of the Legislative bodies, whose leave is governed by orders issued in this behalf by the Secretary of State in Council*

† 95 *Subject to any exceptions and modifications which the Secretary of State in Council may by rule prescribe the special leave rules in sections I to V of this Chapter apply to Chaplains of the Church of England and Church of Scotland on the Bengal, Madras and Bombay Ecclesiastical Establishments, including the Bishops of Lahore, Rangoon, Lucknow and Nagpur.*

96 The only form of leave which may be granted to a Lieutenant-Governor, whether substantive or officiating, is leave on medical certificate for not more than six months. On resuming his duties after such leave, he may receive leave-salary equal to half his pay for the period of absence. If he does not resume his duties he may draw the leave-salary to which he would have been entitled under rule 97 had he vacated his post before taking leave.

97. When a member of the Indian Civil Service takes leave on vacating the post of Governor, Lieutenant-Governor or Chief Commissioner or of member of the executive council of the Governor-General, or of a Governor or Lieutenant-Governor, his average pay shall be held to be subject to a maximum of 4,000 rupees. Such an officer will not retain, while on leave, a lien on the post which he has vacated.

98 The following provisions apply to pleader judges of the Chief Court of Lower Burma, and to barristers holding the posts enumerated below, provided that, in the case of barristers, they were, on first admission to Government service, appointed to some post in which the local Government has declared it to be necessary on public grounds to employ a barrister —

- (1) Judges of the Chief Court of Lower Burma
- (2) First Judges of Small Cause Courts of Presidency towns
- (3) The Secretary to the Government of India in the Legislative Department
- (4) A Judicial Commissioner or Additional Judicial Commissioner of Oudh or of the Central Provinces
- (5) The Administrator-General and Official Trustee in Bengal, Madras or Bombay
- (6) The Administrator-General, Official Trustee, Official Assignee and Official Receiver in Burma
- (7) A Chief Judge of the Court of Small Causes in Rangoon
- (8) An Additional Judicial Commissioner of Sind

* Inserted by Secretary of State — See Government of India, Finance Department, Resolution No 1092-C S R dated 26th September 1922

† Substituted with effect from 26th September 1923 — See Government of India, Finance Department, Resolution No 2083 C S R dated 26th November 1923

Such Government servants are entitled to leave on terms similar to those applied to Judges of High Courts by rules made under section 104 of the Act, provided that—

**(a) their leave-salary shall not exceed, while on ordinary furlough or on subsidiary leave, one-half of the pay, and, while on furlough on full allowance, the pay which they drew at the time of taking leave; and*

**(b) if holding one of the posts specified in items (3) to (7) above, they are entitled to leave on average pay, in lieu of the leave credited in the furlough account of a High Court Judge under rule 7 (a) (iv) of the rules made under section 104, up to one-eleventh of the period of duty performed, on the same conditions as a Government servant serving in a vacation department*

99. The following law officers are entitled to leave under the rules applicable to members of the Indian Civil Service, provided that their pay as Government servants is fixed at a definite rate and that their whole time is retained for the service of Government —

An Advocate General

A Standing Counsel.

An Official Trustee or Assignee.

A Receiver of a High Court

An officer of a High Court holding a post which by law can be held by a barrister only

A Secretary or Assistant Secretary in the Legislative Department of a local Government

A Remembrancer, Deputy Remembrancer or Assistant Remembrancer of Legal Affairs

A Government Advocate or Assistant Government Advocate.

A Clerk of the Crown

A Government Solicitor

100 The following provisions apply to military officers in civil employ who remain subject to military leave rules —

†(a) a local Government may grant to such an officer leave of the following kinds —

(i) leave on average pay, for four months at a time, up to one-eleventh of the period of duty performed, including uninterrupted duty in military service, provided that, if privilege leave under military rules has been taken in any calendar year, duty counting for leave on average pay will not commence until the beginning of the

*Amended with effect from 10th March 1925 —See Government of India, Finance Department, Notification No F 260-(1)-C S R -24 dated 18th April 1925

*Amended with effect from 1st January 1922 —See Government of India, Finance Department, Resolution No 476-C S R dated 27th March 1924.

following year or from the expiry of six months after the conclusion of such leave, whichever is earlier, and

(ii) any leave, other than privilege leave, admissible under military rules, either alone or in combination with leave on average pay.

**Note—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clause (i) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.*

(b) The total period of leave should be regulated by the limits in force under the military rules to which the officer is subject

(c) Leave may be retrospectively commuted by the authority which granted it into any other kind of leave which was admissible to the officer concerned at the time when it was granted

† Provided that, except in the case of an officer holding substantively a permanent post for a fixed term, no leave under sub-clause (ii) of clause (a) of this rule may be granted to an officer unless the Local Government is prepared to re-employ him immediately upon the termination of the leave

101. A local Government may make rules regulating the grant to Government servants under its control of—

(a) maternity leave to female Government servants, and

(b) leave on account of ill-health to members of subordinate services specified in such rules whose duties expose them to special risk of accidents or illness.

Such leave is not debited against the leave account

102 A local Government may make rules regulating the grant of leave on account of ill-health to officers and seamen of Government vessels. Such leave is not debited against the leave account

103 A local Government may make rules regulating the leave which may be earned by—

(a) temporary and officiating service,

(b) service which is not continuous, and

(c) part-time service, or service which is remunerated wholly or partially by the payment of fees or daily wages,

provided that such rules shall not grant more favourable terms than would be admissible if the service were substantive, permanent and continuous

* Added with effect from 1st January 1922 —See Government of India, Finance Department, Notification No F-7-V-C S R dated 8th October 1924

† Added with effect from 1st January 1922 —See Government of India, Finance Department, Notification No 476-C S R dated 27th March 1924, and Finance Department, No F-7 (2) C S R dated 23rd June 1924

104 During their period of probation or apprenticeship, probationers and apprentices are entitled to leave as follows —

(a) If appointed under contract in the United Kingdom with a view to permanent service in India, or if appointed in the United Kingdom to posts created temporarily with the prospect, more or less definite, of becoming permanent—

(i) to such leave as is prescribed in their contracts, or, when no such prescription is made ;

(ii) (1) when the period of probation is not less than three years, to the same leave which would be admissible if they held permanent posts , or

(2) when the period of probations is less than three years, to leave on average pay up to one-eleventh of the period spent on duty, to which may be added, on medical certificate, leave on half average pay , provided that the total leave granted under this clause shall not exceed three months reckoned in terms of leave on average pay , and

(b) if appointed otherwise, to such leave as is admissible under rules framed on this behalf by the local Government, subject to the proviso in rule 103.

CHAPTER XI—JOINING TIME.

105 Joining time may be granted to a Government servant to enable him—

(a) to join a new post to which he is appointed while on duty in his old post, or

(b) to join a new post,—

**(i) on return from leave on average pay of not more than four months' duration, or*

(ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i), or

(c) to travel from the port of debarkation and organize his domestic establishment when he returns from leave out of India of more than four months' duration, or

(d) on departure on or return from leave, to proceed from or to the place at which he is posted to or from specified stations, when the place concerned is in a remote locality which is not easy of access

106. A local Government may make rules regulating the joining time admissible in each of the cases mentioned in rule 105 and specifying the places and stations to which clause (d) of that rule shall apply. Such rules should be framed with due regard to the time required for actual transit and for the organization of domestic establishment

107. A Government servant on joining time shall be regarded as on duty and shall be entitled to be paid as follows :—

(a) If on joining time under clause (a) of rule 105, he is entitled to the pay which he drew prior to relinquishing charge of his old post, or the pay which he will draw on taking charge of his new post, whichever is less

(b) If on joining time under clause (b) or (c) of rule 105 he is entitled—

(i) when returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave, if a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, to subsistence grant; otherwise, to no payments at all,

(ii) when returning from leave of any other kind, to the leave-salary which he last drew on leave at the rate prescribed for the payment of leave-salary in India

* Amended with effect from 12th September 1923—See Government of India, Finance Department, Resolution No 1970 C S R dated 10th November 1923

Provided that the amount of half average pay to be drawn during joining time by a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules returning from leave on half average pay shall be calculated without regard to the limits prescribed in rule 89

Note 1—A military officer subject to the military leave rules who retains a lien on his civil post is entitled, on joining time under sub-clause (u) above, to draw the same amount of leave-salary which he would have drawn had he taken leave under civil leave rules, provided that such leave-salary shall not be less than that which he actually drew during the last portion of his leave

(c) If on joining time under clause (d) of rule 105, he is entitled to pay as though he were on duty in his post

Note 2—A ministerial servant on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interests. A transfer made in consequence of his own misbehaviour does not fulfil this condition

108 A Government servant who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of rule 15

PART VII

CHAPTER XII—FOREIGN SERVICE

109 The rules in this chapter apply to those Government servants only who are transferred to foreign service after these rules come into force. Government servants transferred previously will remain subject to the rules in force at the time of transfer.

110 (a) No Government servant may be transferred to foreign service against his will.

(b) A transfer to foreign service outside India may be sanctioned by the Governor-General in Council.

Note—The Government of Madras is authorised to transfer to service in Ceylon any Government servant other than a member of an all-India service.

(c) Subject to any restrictions which the Governor-General in Council may by general order impose in the case of transfer of the service of an Indian State, a transfer to foreign service in India may be sanctioned by the local Government under which the Government servant transferred is serving.

111 A transfer to foreign service is not admissible unless—

(a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Government servant, and

(b) the Government servant transferred holds, at the time of transfer, a post paid from general revenues or holds a lien on such a post.

112 If a Government servant is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave-salary.

113 A Government servant transferred to foreign service will remain in the cadre in which he held a post prior to his transfer, and may be given such substantive or officiating promotion in that cadre as the authority competent to order promotion may decide. In giving promotion, such authority will take into account—

(a) the nature of the work performed in foreign service, and

(b) the promotion given to juniors in the cadre.

114 A Government servant in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Government service. Subject to any restrictions which the Governor-General in Council may by general order impose, the amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the authority sanctioning the transfer in consultation with the foreign employer.

115 While a Government servant is in foreign service, contributions towards the cost of his pension must be paid to general revenues on his behalf. If the foreign service is in India, contributions must be paid on account of the cost of leave-salary also. Such contributions shall be paid by the Government servant himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

Note 1—Pensions, throughout this chapter, include bonus, if any, payable to a Government servant's credit in a provident fund.

Note 2.—In the case of Government servants lent to His Majesty's Government or to British colonies or protectorates, the contribution is payable by the employer, except in the case of Government servants lent to the War Office, whose contributions are paid in accordance with special arrangements with the War Office.

116 Contribution will be calculated on the pay drawn in foreign service. In return for the contributions the Governor-General in Council or the local Government, as the case may be, accepts the charge for the pension, and if the foreign service is in India the leave-salary, of the Government servant. In calculating leave-salary and pension, the pay drawn in foreign service, less such part of it as may be paid as contribution, will count as pay for the purpose of rule 9 (2).

117 The rate of contributions payable on account of pension and leave-salary shall be such as the Governor-General in Council may by general order prescribe.

118 In addition to the contributions prescribed under rule 117, subscribers to any of the following pension funds must pay to Government a contribution equal to one-fourth or one-sixth of the premium paid to the fund—

(a) Bengal Uncovenanted Service Family Pension Fund	One-fourth
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(b) Bombay Uncovenanted Service Family Pension Fund—	
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(i) Subscribers who joined the fund on or before the 12th November 1900	One-fourth
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(ii) Those who joined after that date	One-sixth
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(c) Bengal and Madras Service Family Pension Fund	One-sixth
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119 Subject to any general orders of the Governor-General in Council, a local Government sanctioning a transfer to foreign service may—

(a) remit the contributions due in any specified case or class of cases, and

(b) make rules prescribing the rate of interest, if any, to be levied on overdue contributions.

120 A Government servant in foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and

leave-salary, as the case may be, in accordance with the rules of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and no claim for refund can be entertained.

121. A Government servant transferred to foreign service may not, without the sanction of the local Government, accept a pension or gratuity from his foreign employer in respect of such service.

122. A Government servant in foreign service in India may not be granted leave otherwise than in accordance with the rules applicable to the service of which he is a member, and may not take leave or receive leave-salary from Government unless he actually quits duty and goes on leave.

123. A Government servant in foreign service out of India may, unless special arrangements as to leave have been made on his behalf by the authority sanctioning his transfer, be granted leave by his employer on such conditions as the employer may determine. The leave-salary on such leave will be paid by the employer, and the leave will not be debited against the Government servant's leave account.

124. A Government servant in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

125. A Government servant reverts from foreign service to Government service on the date on which he takes charge of his post in Government service, provided that, if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the local Government on whose establishment he is borne may decide.

126. When a Government servant reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued with effect from the date of reversion.

127. When an addition is made to a regular establishment on the condition that its cost, or a definite portion of its cost, shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules —

(a) The amount to be recovered shall be the gross sanctioned cost of the service, or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.

(b) The cost of the service shall include contributions at such rates as may be laid down under rule 117, and the contributions shall be calculated on the sanctioned rates of pay of the members of the establishment.

(c) A local Government may reduce the amount of recoveries or may entirely forego them.

CHAPTER XIII—SERVICE UNDER LOCAL FUNDS

128 Government servants paid from local funds which are administered by Government are subject to the provisions of chapters I to XI of these rules

129 The transfer of Government servants to service under local funds which are not administered by Government will be regulated by the rules in chapter XII

130 Persons transferred to Government service from a local fund which is not administered by Government will be treated as joining a first post under Government, and their previous service will not count as duty performed. A local Government may, however, allow previous service in such cases to count as duty performed on such terms as it thinks fit

The Schedule.*

Provisions for the Determination of Domicile

1 *A person can only have one domicile*

2 *The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death*

3 *The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled*

4 *The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired*

5 (1) *A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin*

(2) *Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile*

Explanation 1—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling

*Added by Secretary of State in Council on 24th July 1923—See Government of India, Finance Department, Resolution No. 1455-C.S.R. dated 18th August 1923

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul or other representative of the Government of another country.

6 The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin.

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business

7 After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation the wife becomes capable of acquiring independent domicile

8 Save as otherwise provided above a person cannot during minority acquire a new domicile

9 An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person

SUPPLEMENTARY RULES

AND OTHER ORDERS ISSUED BY VARIOUS AUTHORITIES

SUPPLEMENTARY RULES

CHAPTER I

GENERAL

SECTION I

Extent of Application.

1 These rules may be called the Supplementary Rules of the Government of Bombay. Those which are not already in force will come into force from 1st June 1926

2 They apply to such Government servants under the administrative control of the Government of Bombay as the Fundamental Rules apply to, and to no others

3 Government reserve to themselves the right of interpreting and changing such of these rules as have been framed by themselves subject to the proviso to section 96-B (2) of the Act

4 The terms of a specific contract enforceable at law necessarily override the provisions of these rules

5 A Government servant's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowances are earned and to leave by the rules in force at the time the leave is applied for and granted.

Consent of the Finance Department. F. R. 7.

5-A The consent of the Finance Department should be presumed to have been given in all cases falling within the provisions of articles 323 and 325 (II) (b) of the P. W. D Code, X edition, provided that the P W D is satisfied that the conditions laid down in the Articles are fulfilled in each case.

SECTION II

General Instructions.

6 Communications regarding the interpretation of the Fundamental Rules and the Supplementary Rules should be addressed to the Finance Department Applications for their alteration or relaxation or for orders in cases not exactly covered by them, should be addressed to the Administrative Department concerned

6-A When a competent authority other than Government communicates to the Accounts Officer an order or permission granting any concessions or extensions under the Supplementary Rules to any Government servant in cases in which it is prescribed that the reasons therefor should be recorded, he should at the same time forward to him a copy of the said reasons,

6-B Rules made by the Secretary of State in Council in exercise of the powers conferred upon him by the Government of India Act have effect from the day on which they are so made unless the rules themselves contain an express provision whereby effect is to be given to them from some other specified date

(Auditor General's No 107 A 358 13 dated February 1925 G R , F D ,
No 3864 dated 3rd March 1925)

CHAPTER II

DEFINITIONS

Calculation of average pay. F. R. 9 (2).

7 According to the definition of 'average pay' in this Rule the average is to be taken of the monthly pay earned during the 12 complete months immediately preceding the month in which the leave is taken, and for this purpose 'the 12 complete months immediately preceding' should be interpreted literally. Thus a Government servant who has been on leave from 23rd March 1922 to 22nd July 1922 inclusive is granted leave from 4th February 1923. His average pay should be calculated on the pay earned for the periods 1st February 1922 to 22nd March 1922 and 23rd July 1922 to 31st January 1923. If, however, a Government servant happens to be on leave for more than 12 months immediately preceding the date on which he takes leave under the Fundamental Rules, then the average should be taken of the monthly pay earned during the 12 complete months immediately preceding the month in which the leave originally commenced.

Note 1—In the case of Government servants who were on leave on 1st January 1922 the date on which the Fundamental Rules came into force and who exercise the option of cancelling the unexpired portion of their leave and substituting for it any period of leave to which they may be entitled under the Fundamental Rules, the average for the purpose of the leave under the new rules should be calculated of the pay earned during the twelve complete months immediately preceding the month in which the leave originally commenced irrespective of the period of the original leave.

Note 2—In the case of a Government servant on foreign service out of India lasting for more than 12 months who on reversion to British service immediately takes leave under the Fundamental Rules, the calculation of average pay in respect of leave earned while in Government service should be based on the pay drawn by him during the 12 complete months preceding the month in which he was transferred to foreign service.

(Auditor General's Circular No 3 dated 19th March 1923 Government Resolution, Finance Department, No 337 dated 18th April 1923)

Note 3—Any period of joining time either under clause (b) or under clause (c) of Fundamental Rule 105 during the preceding 12 months should be ignored in calculating average pay as no 'pay' is drawn in respect of such joining time (Auditor General's Circular No 16 dated 16th June 1924 G R, F D, No 337 dated 18th July 1924)

8 In the case of a Government servant of a vacation Department, the vacations falling in the period of 12 complete months immediately preceding the month in which leave is taken should be treated as duty under Fundamental Rule 82 (b) and the emoluments drawn by the Government servant during the vacations should be treated as pay drawn on duty, and should therefore be taken into account in determining his leave-salary during the succeeding leave.

(Auditor General's Circular No 4 dated 28th May 1923 Government Resolution, Finance Department, No 337 dated 15th June 1923)

Duty. F. R. 9 (6) (b)

9 A Government servant should be treated as on duty in the following cases :—

(i) during a course of instruction or training authorised by or under the orders of Government or by the Director of Public Instruction.

Note—The course of Agricultural training undergone by Settlement Inspectors, Assistant Settlement Inspectors, and candidates appearing in departmental examinations authorised by the Criminal Tribes Settlement Officer, Dharwar, may be counted as period of duty under S R 9 (i)

(ii) (a) Medical pupils who on passing the final qualifying examination are appointed to the class of Subordinate Medical Service Officers—from the date on which the examination is passed ,

(b) Stipendiary students undergoing a course of training in a Forest school or college for direct appointment as Ranger or Probationary Extra Assistant Conservator of Forests—from the date of relief from the school or college after passing satisfactorily through the course ,

(iii) during the period occupied in appearing for an optional examination prescribed by Government in any Oriental language at which he has been granted permission to appear, including the time reasonably necessary for going to and from the place of examination ,

(iv) during the period authorizedly occupied in preparation for an examination in any Oriental language to the extent specified in each of the following cases —

(a) not exceeding three months in order to prepare for and appear in a vernacular language examination recognised in this Presidency, according to the High Proficiency or Degree of Honour tests ,

(b) if the examination is by the Higher Standard, or High Proficiency or Degree of Honour tests in

Sanskrit
Arabic
Persian

 to the extent specified

in sub-clause (a) provided the Government servant undertakes to spend the period in study under professional tuition at any place approved beforehand by Government In the case of the Degree of Honour Examination in any of these three languages, the period may be extended to six months if the candidate leaves India for study in—

Persia, for Persian,

Arabia, Mesopotamia, Egypt and Syria, for Arabic,

Any place approved by Government, for Sanskrit ,

Note—The periods allowed for preparation under sub-clauses (a) and (b) are not admissible more than once, nor can the period under one sub clause be combined with that admissible under another sub-clause or be taken in instalments

(v) during the period not exceeding three months authorizedly occupied in India in preparation for obligatory examinations in vernacular languages, which an Engineer Officer not appointed from any Civil Engineering College in India is required under the rules of the Department to pass. This period of three months may be taken

in instalments, whether the number of examinations to be passed is one or more, but it represents the maximum aggregate period of absence which may be allowed for the purpose

Note 1—A Government servant who has passed an examination in a language by the lower standard is not entitled to any further concession under this clause for preparing himself for an examination in the same language by the higher standard

Note 2—As the period of absence is granted to enable a Government servant to prepare himself for examination, he should, after completing the examination, return to duty at once unless he is granted leave of absence in continuation

(vi) during the period occupied in attending an obligatory Departmental examination including the time reasonably necessary for the journeys to and from the place of examination,

Note 1—A teacher appearing for Part II of the examination for the B T degree for the first time shall be considered to be on duty during the period fixed by the University for the examination *plus* the period actually required for journeys to and from Bombay *plus* three clear working days, excluding Saturday, Sunday and Holidays, before the examination begins, *e g*, if the examination is held on Monday and Tuesday, the teacher will be entitled to arrive in Bombay on the previous Tuesday, so as to give him three working days, Wednesday, Thursday and Friday. He must leave not later than the day after that on which the examination is concluded, *i e*, on Wednesday in the above case. A teacher who fails at the first attempt and appears subsequently will be granted such leave as may be due to him

Note 2—Travelling allowance will be allowed to a teacher appearing for Part II of the examination for the B T degree on the first occasion on which he appears for the examination, but on no subsequent occasion

(vii) during the period actually necessary to attend an examination which a Government servant must pass to become eligible for a higher subordinate post in any branch of the Public Service. This concession should not be allowed more than twice for each standard of examination,

(viii) on the occasion of a Government servant's first arrival in India, on appointment in England to Government service, if he does not receive orders to take charge of a specified post before he reports himself at the seat of Government, during the interval between the date of such report and the date on which he takes charge of his duties; provided that the interval between the receipt of orders and his assumption of his duties shall not exceed the amount of joining time which would be admissible to a Government servant entitled to joining time under Fundamental Rule 105 (a),

(ix) during the period intervening between the date on which a medical man who is engaged temporarily for service under Government, whether on plague, famine, cholera or any other duty, leaves the station at which he was residing when engaged or re-engaged and the date of taking over charge of his duties, provided that the person, previous to engagement or re-engagement, depended on private practice for the great part of his income, and reaches his place of employment within a reasonable time,

(x) during the period of absence from civil duty by a Royal Engineer undergoing a course of instruction for about six months at the School of Military Engineering at Chatham

Note—The term "the time reasonably necessary" used in Supplementary Rule 9 (iii) and (vi) includes one day before and one day after the examination including all Sundays and Bank holidays as *dies non*

10 The aggregate maximum period of absence that may be treated as duty under clauses (iii) and (iv) of rule 9 is limited to 12 months. The period of absence allowed in each case includes the day or days of examination and the time spent in proceeding to and from the place of examination.

11 Clauses (iii), (iv), (v), and (vi) of rule 9 and rule 10 apply to military officers subject to the military leave rules serving in any Civil Department other than the Public Works and Forest Departments.

12 Police probationers, if recruited in England, will be treated as on duty from the date on which they report their arrival in India.

Note—Such officers and temporary and officiating Assistant Superintendents of Police, if recruited in India before the date of the Secretary of State's Despatch No. 14 dated 15th March 1894, are, under the rules in force before 1st January 1922, treated as on duty from the date either of attaining the age of 20 years or of assuming charge of their appointments, whichever is later, provided that the service has been continuous.

13 Apprentice Engineers recruited in India from Indian Colleges and appointed as Assistant Engineers prior to the 4th October 1909 will be treated as on duty from the date of appointment as Assistant Engineers (now Assistant Executive Engineers). Those recruited in Europe or from Indian Colleges after 4th October 1909 for the Indian Service of Engineers will be treated as on duty from the 1st October of the year of their appointment as Assistant Executive Engineers.

Ministerial Servant. F. R. 9 (17).

14. The following Government servants have been declared to be "Ministerial Servants" —

Accountants, Avakarkuns, Bailiffs on the establishment of District, Subordinate and Small Causes Courts (both Bombay and the mofussil), and Senior Auditors of the Local Audit Department of the Accountant General's office.

15 Government servants doing magisterial work only are ministerial servants, but Resident Magistrates in Sind who belong to the grade of Mukhtyarkars are classed as Executive servants for the purpose of travelling allowance rules. Similarly Head Classers and Classers are executive servants for travelling allowance purposes. Policemen employed on clerical duties in the offices of the District Superintendents of Police and their Assistants, are considered as ministerial for the purpose of travelling allowance rules on the authority of a certificate that they performed the duties of non-gazetted ministerial servants. Sub-Auditors in the Co-operative Department are treated as ministerial officers for purposes of travelling allowances.

16 The following Government servants have been declared *not* to be ministerial servants —

- (a) The Dangs Diwan,
- (b) Sub-Registrars,
- (c) Assistant Secretaries to Government,
- (d) Auditors, Agricultural Organizers and Weaving Inspectors in the Co-operative Department,
- (e) Talatis.

Pay. F. R. 9 (21) (a) (iii).

17 The following kinds of emoluments have been specially classed as pay by the Governor-General in Council —

(a) Language pay.

(b) Judicial pay.

(Government Resolution, Finance Department, No 1073 dated 6th February 1922,
Government Resolution, Finance Department, No 1416 dated 8th August 1922)

18. The war or temporary and provisional allowances granted to subordinate establishments should be treated as pay for purposes of leave

(Government Resolution, Finance Department, No 1360 dated 26th January 1923)

F. R. 9 (25) (c).

Sind allowance has been classified as " special pay " under Fundamental Rule No 9 (25) (c)

(Government Resolution, Finance Department, No 1243 dated 22nd April 1922)

Definitions of terms used in the Supplementary Rules.

Unless there be something repugnant in the subject or context, the terms defined in this Section are used in the supplementary rules in the sense here explained —

19 *Actual travelling expenses* means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls, if paid, and for carriage of camp equipment if necessary. It does not include charges for hotels, travellers' bungalows, or refreshments, or for the carriage of stores or conveyances or for presents to coachmen and the like, or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants

20 *Age*—When a Government servant is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Government servant must retire, revert or cease to be on leave (as the case may be) with effect from and including that day

Note 1 —This definition applies also to Military Officers in civil employ

Note 2 —If the year of birth of a Government servant is known, but not the exact date, 1st July should be treated as the date of birth for the above purpose. If the month of birth, but not the exact date, is known, the 16th day of the month should be treated as the date of birth

21. *Apprentice* means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

22. *Audit Officer* means the Account and Audit Officer, whatever his official designation, in whose circle of audit a public servant is serving or (in respect to verification of service) has served, i e,—

For service in an ordinary civil establishment including the Public Works Branch, he is the Accountant General, for the Military Department, he is the Controller of Military Accounts, and for the Railway Department, the Chief Auditor of the State Railway concerned

23 *Camp equipage* means the apparatus for moving a camp

Note—"Camp equipage" is essentially different from camp equipment. The latter term includes everything necessary to a Government servant to enable him to live in camp. But "camp equipage" is distinctly defined as the apparatus for moving a camp. This definition distinctly shows that nothing is meant except *moving apparatus* or "carriage", which can only include camels, pack-bullocks, carts (together with the necessary bullocks or horses, etc.) and the like and also drivers of the bullocks, etc., coolies who carry camp equipment, and possibly servants employed as tent-pitchers. Any private or extra servant cannot be held to be included in this term.

Excepting those used by clerks and munshis, riding camels cannot be held to be included in the term "camp equipage". Riding horses used by munshis and clerks attached to Government officers in Sind, may be treated as "camp equipage" for the purposes of Supplementary Rule 194.

24 *Camp equipment* means tents and the requisites for pitching and furnishing them, or, where tents are not carried, such articles of camp furniture as it may be necessary in the interests of the public service, for a Government servant to take with him on tour.

25 *Chaplain*, when used in the supplementary rules regarding travelling allowance, includes any minister of religion whether in Government service or not, performing under proper authority the duties of a Chaplain.

26 *Competent authority*, in relation to the exercise of any power, means the Local Government, or any authority to which the power is delegated by or under these rules.

27. *Day* means a calendar day, beginning and ending at midnight but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

28 *Exchange Compensation Allowance* means a compensatory allowance granted to compensate a Government servant for a fall of the sterling value of the rupee below one shilling and six pence.

29 *Family* means a Government servant's wife, legitimate children and step-children, including an adopted son, residing with and wholly dependent upon him. Except in Supplementary Rule 222, it includes, in addition, his parents including grandmothers, sisters and minor brothers, if residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules. Family does not include an adoptive mother, step-mother, and such other adventitious dependents.

30. *First appointment* includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment.

31 *Gazetted Government Servant*—The broad line of demarcation between gazetted and non-gazetted Government servants should be that which separates the Provincial from the Subordinate service, and all Government servants belonging to All-India or Provincial services should be held to be gazetted Government servants within the meaning of the Supplementary Rules, while members of the Subordinate service should not come within the category even if their appointments are published in the Gazette. Accordingly all appointments which it is decided to include in the Provincial service shall be gazetted by Government, and the Government servants holding such appointments shall be held to be gazetted Government servants within the meaning of the Supplementary Rules, while those in the Subordinate service shall, if gazetted at all, be gazetted by the Heads of Departments, who have the power to make the appointment under the orders of Government. It should be understood that notifications investing Government servants with powers under different Acts, in order that the Courts may take judicial cognizance of them, do not constitute the persons invested with such powers "Gazetted Government Servants" within the meaning of the Supplementary Rules.

Note 1—The Assistant Secretaries (Civil and Public Works) in the Secretariat are Gazetted Government Servants.

Note 2—Mamlatdars and Mukhtyarkars though included in the Provincial service continue to be appointed by Commissioners and should be regarded as Gazetted Government Servants.

Note 3—Government servants of the class of Sub-Engineers in the Public Works Department are Gazetted Government Servants and their promotions and transfers, etc., will be notified by Government in Part I of the Gazette. This order does not however apply to Military Sub-Engineers serving in the Department.

Note 4—Registrars of Judicial Commissioners' Courts are gazetted Government servants. The Registrars of Small Causes Courts although they are appointed and have their appointments gazetted by Government are non-gazetted officers.

Note 5—The following officers of the High Court although their appointments are not included in the Provincial service, and are notified by the High Court, are gazetted Government servants —

Original Side

- (1) Master and Registrar in Equity, Commissioner for taking accounts and Local Investigations, and Taxing-Officers
- (2) Assistant Prothonotary and Commissioner for taking affidavits
- (3) Chief Clerk, Insolvent Debtors' Court
- (4) Clerk of the Crown
- (5) Assistant Taxing Officer and Commissioner for taking accounts
- (6) Deputy Registrars
- (7) Senior Judge's Clerk
- (8) Junior Judge's Clerk
- (9) Additional Junior Judge's Clerk

Appellate Side

- (1) Deputy Registrar, and
- (2) Assistant Registrar

32 *Heads of departments*—This term includes the officers mentioned in appendix I to this chapter, and others whom Government may declare to be Heads of Departments.

33 *Holiday* means —

(a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881, and

(b) in relation to any particular office, a day on which such office is ordered, by notification of Government in the Gazette, to be closed for the transaction of Government business without reserve or qualification

34 *House rent allowance* is an allowance towards defraying house rent granted in localities where such rents are excessive

35 *Inferior service* means any kind of service classed as such in appendix 2 to this chapter and any other kind of service on pay not exceeding Rs 10

36 *Local Allowance* is an allowance granted on account of the expensiveness of a locality. It is admissible to Government servants who have their headquarters within the tracts for which it is sanctioned, and not to Government servants merely travelling in those tracts

37 *Presidency allowance* is a local allowance granted to Government servants with headquarters at Bombay

38 *Probationer* means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department

39 *Public conveyance* means a train, steamer, or other conveyance which plies regularly, though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of passengers. The term includes such conveyances as a mail tonga, the steam launch of the Bombay Steam Navigation Company plying between Revdanda and Roha, motor cars plying regularly between Poona and Mahabaleshwar, tram cars running in the Bombay City or between Keamari Harbour and Karachi, but a camel cannot ordinarily be regarded as a public conveyance

Note—A list of places where public conveyances are available is given in appendix 3 to this chapter

40 *Sphere of duty* means the area to which the duties of a Government servant are ordinarily confined

41 *Staff salary* is an allowance to a Military officer in addition to Military Pay and Allowances or the Indian Army pay of his rank

Note—The following allowances are not treated as Staff Salary—Command allowance of hill convalescent depôts, of depôts of British troops, of all stations and forts (Assirghur excepted) not being brigade commands and the salaries of Staff Officers of stations and convalescent depôts and of Superintendent of Bazars

42 *Superior service* means any kind of service which is not inferior

43 *Transfer* means the movement of a Government servant, from one headquarter station in which he is employed to another such station, either —

(a) to take up the duties of a new post, or

(b) in consequence of a change of his headquarters

APPENDIX 1

List of Officers who are to be deemed " Heads of Departments "
for the purposes of the Supplementary Rules

The Commissioner in Sind
 The Commissioners of Divisions
 The Commissioner of Excise
 The Collector of Salt Revenue
 The Collector of Customs, Bombay
 The Chief Collector of Customs in Sind
 All Collectors including the Deputy Commissioner, Upper Sind Frontier.
 The Chief Conservator of Forests, Bombay Presidency.
 The Conservators of Forests
 The Settlement Commissioner and Director of Land Records
 The Director of Agriculture
 The Registrar of Co-operative Societies
 The Inspector General of Registration
 The Collector of Bombay (so far as Land Revenue and Excise Cotton
 Duties Administration is concerned)
 The Director of Industries,
 The Superintendents of Stamps, Bombay and Karachi
 The Superintendent, Civil Veterinary Department, Bombay. Presi-
 dency
 The Principal, Bombay Veterinary College.
 The Registrar of Companies, Bombay.
 The Accountant General, Bombay
 The Political Resident, Aden.
 The Agent to the Governor, Kathiawar
 The Resident at Kolhapur and Political Agent, Southern Maratha
 Country States
 The Political Agent, Cutch
 The Inspector General of Police.
 The Commissioner of Police, Bombay.
 The Registrar of His Majesty's High Court of Judicature, Appellate
 Side, Bombay
 The Judicial Commissioner of Sind.
 The Administrator General
 The Prothonotary and Registrar of His Majesty's High Court of
 Judicature, Original Jurisdiction, Bombay
 The District and Sessions Judges
 The Chief Presidency Magistrate, Bombay
 The Inspector General of Prisons
 The Chief Judge of the Court of Small Causes, Bombay
 The Remembrancer of Legal Affairs
 The Advocate General
 The Solicitor to Government.
 The Surgeon General with the Government of Bombay.

The Director of Public Health.
 The Director of Public Instruction
 The Superintendent of Government Printing and Stationery
 The Superintending Engineers of Divisions
 The Chief Engineer and Secretary, Indus River Commission
 The Sanitary Engineer to Government
 The Chief Engineer, Lloyd Barrage and Canals Construction
 The Mechanical Engineer to Government
 The Consulting Architect to Government
 The Consulting Surveyor to Government
 The Secretaries to Government
 The Right Reverend the Lord Bishop of Bombay.

APPENDIX 2.

List of appointments specially classed as inferior.

- 1 Artificers, Handicraftsmen, and labourers.
- 2 Attendants and Keepers in Mental Hospitals
- 3 Bailiffs or process servers whose pay does not exceed Rs 30 a month (for purposes of travelling allowance)
- 4 * * * * * *
- 5 Daftaries and Muchis.
- 6 Distributors in Printing and Lithographic establishments.
- 7 Forest Guards whose pay does not exceed Rs 20 a month.
- 8 Menial and inferior servants of all sorts.
- 9 Mistries and Artificers in the Permanent pensionable establishment of the Public Works Department whose pay is less than Rs 25 a month
- 10 Money-testers (potdars), not including Potdars in the Currency Department
11. Peons and their petty officers.
- 12 Press servants and section writers in those months only in which their earnings do not exceed Rs 10 a month
- 13 Pressmen whose pay, if in receipt of fixed pay, or whose emoluments if paid for piece work, are less than Rs 15 a month
- 14 Rollermen or Inkmen, Fly-boys or Takers-off, in Printing establishments
15. Seamen and Boatmen (Lascars).
- 16 Stipendiary village accountants whose offices are hereditary
- 17 Insect setters and collectors in the Department of Agriculture (except for purposes of temporary and provisional allowances and travelling allowance)

APPENDIX 3

Last of places where public conveyances are available.

The conveyances plying between the places named below are public conveyances within the meaning of the definition of the term "public conveyance"

District	From	To	Kind of conveyance
Belgaum	Belgaum	Saundatti via Bage-wadi, Sampgaon and Bail Hongal	Motor
	Belgaum Sankeshwar	Nipani Hukeri Road Rail way Station via Hukeri	Do Tongas drawn by one or two horses
	Kudochi	Yebarhatti	Motors and tongas drawn by one or two horses
	Saundatti	Harubidi-Hongal	Tongas drawn by one or two horses
	Gokak Road Rail way Station	Gokak Town	Motor and tongas drawn by one or two horses
	Nipani	Kongnoli	Motor and Tongas
	Do	Chikodi Road Rail-way Station via Chikodi	Motor and tongas, drawn by one or two horses
	Shedbal Railway Station.	Telsang via Athni	Motor (Tongas drawn by one or two horses available from Shedbal to Athni)
	Athni Nipani Hukeri Road Shedbal	Bijapur Kolhapur Sankeshwar Bijapur via Athni and Honwad	Motor Do Do Do
	Kudochi Chikodi Railway Station	Jamakhandi Mudhol	Do. Do.
Bijapur	Kaladgi Post Office	The crossing of Simi-keri Road	Motor trucks.
	The crossing of Simi-keri Road	Bagalkot Post Office	Do
	Bagalkot Post Office	Sirur Government School	Do
	Sirur Government School	Kamatgi River	Do
	Kamatgi River	Amingad Dharm shala	Do
	Amingad Dharm shala	Hungund Nagral Gm	Do
	Hungund Nagral Gm	Ilkal Bazar corner	Do
	Guledgud gate	Katgeri Railway Station	Do
	Alimatti Railway Station	Nidgundi	Do
	Nidgundi	Hullur Nalla	Do

District	From	To	Kind of conveyance.
<i>Bijapur—contd</i>	Hullur Nalla	Muddebihal Post Office	Motor trucks
	Bijapur Post Office	Torvi on Road	Motor trucks and Ford car
	Torvi	Tikota (on the road)	Do
	Tikota	Honwad (on the Road)	Do
<i>Dharwar</i>	Annigeri	Navalgund	Mail Tongas
	Byadgi	Herekerur	Do
	Haveri	Sirsi	Do
	Haveri	Havnur	Do
	Navalgund	Nargund	Do
	Ron	Mallapur	Do
<i>Kolaba</i>	Alibag	Revas	Postal Mail Motor
	Do	Dharamter	Postal Mail Tonga
	Pen	Dharamter	Do
	Panvel	Karjat	Do
	Do	Mumbra	Motor
	Dharamter	Nagothna	Steam launch and motor
	Do	Revas	Steamer
	Nagothna	Nahad via Mangaon	Motor (during fair season only).
	Revas	Karanja	Steamer
	Ulva	Mora	Do
	Revdanda	Roha	Machwas
<i>Kanara</i>	Karwar	Ankola	Motor
	Ankola	Kumta	Do.
	Karwar	Majali	Mail Damnj,
	Do	Hubli (via Arbai-ghat and Yellapur)	Motor,
	Kumta	Sirsi (via Devimane-ghat)	Do.
	Sirsi	Hubli	Do
	Do.	Haveri (via Ekkam-bi).	Do.
	Haliyal	Alnavar	Do
	Rajapur	Jaitapur	Boats and steam launch.
	Phungus	Sangameshwar	Boats.
<i>Ratnagiri</i>	Bankot	{ Nigadi Panderi Mhapral	{ Steam launch.
	Dabhol	{ Karul Pangari Chiveli Karbavne Govalkot	{ Do
	Jaigad	{ Jambhari Mobhar Rai Phungus Kurdhonda Sangameshwar	{ Do

District	From	To	Kind of conveyance
<i>Ratnagiri—contd</i>	Vijayadurg	Sagve Mutat Manche Dhalavli Kunkavan Kharepatan	Steam launch
<i>Ahmedabad</i>	Ahmedabad City Talod	Bareja Modasa (via Harsol Wadagaon and Dhansura)	Motor Motor and tonga
	Dabhoda Ranpur	Sadra (via Chuloda) Dhandhuka	Motor Motor and tonga.
<i>Thana</i>	Thana Naka Jambhali	Thana Railway Sta- tion	Tonga and motor
	Kalyan Railway Sta- tion	Bhiwandi	Do
	Bhiwandi	Wada	Do
	Kalyan Railway Sta- tion	Murbad	Do
	Shahpur	Assangaon Railway Station	Do
	Bassein Road Rail- way Station	Bassein	Do.
	Virar Railway Sta- tion	Agashi	Do
	Palghar Railway Station	Malum	Tonga
	Boisar Railway Sta- tion	Tarapur Chinchani	Do
	Dahanu Road Rail- way Station	Dahanu	Do
	Bordi	Gholvad Railway Station	Do
	Sanjan Railway Sta- tion	Khattalwada Nargol	Do.
	Umbergaon	Umbergaon Road Railway Station	Do
<i>Kaira</i>	Kaira	Mehamedabad	Horse tongas and shigrams
	Agas	Borsad	Horse tongas and motor bus
	Nadiad Railway Sta- tion	Mission Hospital	Motor bus.
<i>Mah. Kantha Agency</i>	Sadra	Dabhoda	Motor
<i>Ahmednagar</i>	Ahmednagar Town	Shevgaon	Two pony tongas.
	Sangamner Town	Belapur Railway Station	Two horse tongas.
	Do	Akola Town	Do
	Newasa Town	Belapur Railway Station	Do

District	From	To	Kind of conveyance
<i>East Khandesh</i>	Yaval	Bhusaval	Tongas, Pony Chhak-das
<i>West Khandesh</i>	Dhulia	Nardana Station	Mail motor.
	Nardana	Shirpur	Mail tonga
	Dondaricha	Shahada	Do
	Nandurbar Station	Taloda	Do.
	Tisi Flag Station	Prakasha	Do
<i>Nasik</i>	Nasik City	Nasik Road Station	Tongas and carts, Tram-cars, motor-cars and omnibuses
	Do	Trimbak	Mail tonga
	Nasik Road Station	Sinnar	Tongas and carts
	Manmad Railway Station	Malegaon City	Tongas, carts and motor omnibuses
	Malegaon Camp	Satana	Mail tongas.
	Yeola Station	Yeola town	Tongas and carts
<i>Poona</i>	Poona	Shirwal	Motor.
	Do	Sirur	Do.
	Poona	Junnar	Do
	Talegaon Dabhade	Khed and Junar	Do
<i>Satara</i>	Satara Town	Satara Road	Motors, tongas and carts
	Wathar	Wai	Do
	Do	Panchgani	Do
	Do	Mahableshwar	Do
	Wai	Panchgani	Do.
	Do	Mahableshw	Do
	Kurad	Hazar Machi (Karad Road)	Tongas and carts
	Islampur	Takri Station	Do
	Tasgaon	Bhilwadi Station	Motors and tongas
<i>Karachi</i>	Karachi City	Karachi Contonment Station	Tram
	Do	Keamari Harbour	Do.
	Syedpur	Tanka	Ferry
<i>Hyderabad</i>	Hyderabad	Talhar, Matli and Tando Mahomed Khan	Steam and motor launches
	Do	Gidu Bunder	Motors
	Do	Dital Jamali	Do.
<i>Larkana</i>	Laha	} Other side of the river	Ferry
	Malak		
	Puranoder		
	Rukan		
	Ghalu		

Pending additions to the list a certificate to the effect that a public conveyance plies between any two places signed by the Collector of the District in which either of such places is situated will for the purposes of these rules be equivalent to an entry to the same effect in Appendix 3.

CHAPTER III

GENERAL CONDITIONS OF SERVICE

Medical certificates on appointment to Government Service.

F. R. 10.

44 A medical certificate of fitness for Government service shall be in the following form —

“I hereby certify that I have examined A B, a candidate for employment in the . Department, and cannot discover that .. has any disease, constitutional weakness or bodily infirmity except I do not consider this a disqualification for employment in the office of

A B.'s age is, according to own statement years, and by appearance about years He has been vaccinated”

The form of medical certificate for candidates for Forest Rangers' course is prescribed by Government Resolution, Finance Department, No 2935 dated 29th January 1924

45. Such a certificate shall be signed by a Commissioned Medical Officer of Government, or by a Medical Officer in charge of a civil station and in the case of females shall be regarded as *confidential*, provided that—

(1) in the case of a female candidate, a competent authority may either dispense with a certificate or accept a certificate signed by any female medical practitioner, and

(2) in the case of a candidate for appointment to a post on pay not exceeding fifty rupees, a competent authority may accept a certificate signed by any officer, irrespective of his medical qualifications

46 When a Government servant in whom a defect has been noticed by the Examining Officer, is transferred from one office to another, the duties of which are different in character, a Commissioned Medical Officer or a Medical Officer in charge of a civil station should report whether the defect will materially interfere with the discharge of his new duties by the Government servant transferred

47 No person who has already completed six months' service in the employment of Government shall be continued in such employment, or re-engaged for any further period of such employment, without the production of a medical certificate in the form given in rule 44. This rule shall not apply to temporary Government servants who, before the date when these rules come into force, had been exempted by Government from the production of a medical certificate,

48 The temporary staff under the Development Department should be exempted from the production of a certificate of physical fitness. The production of such a certificate is, however, left to the option of the employees, but unless such employees produce them within six months from the date of their appointment, they will receive no consideration should they at any time be offered a permanent post and then be found unfit.

(G R, Development Department, No S C—1687 dated 1st September 1922)

49. No further certificate is required in the case of qualified students of the Thomason College who are permanently appointed to the Public Works Department within 18 months from the date of the medical certificate granted to them on completion of the college course

50 No medical certificate shall be required for permanent or temporary appointment to any post classed as inferior.

51 No medical certificate is necessary upon a Government servant being promoted from inferior to superior service, even though the Government servant while in inferior service has been paid from a local fund, provided that the length of the inferior service is not less than ten years

52 The Secretary of State has ordered that every person appointed to the post of Advocate General, whether he is resident in or out of India at the time of nomination, will be required to produce a certificate of physical fitness for service in India, before his nomination is submitted to His Majesty for approval

(G O, G D, No 645 dated 3rd October 1916)

53 A person selected for the post of a High Court Judge, whether resident in England or in India at the time of his nomination, will be required to produce a certificate of physical fitness for service in India before his nomination is submitted to His Majesty for approval. This also applies to appointments made from members of the Indian Civil Service.

(Secretary of State's Despatch No 123-Pubhe dated 4th August 1916 received with Government of India, Finance Department, No 1016, Judicial dated 5th September 1916)

(G O, J D, No 8451 dated 3rd October 1916)

54 No medical certificate is required in the case of Government servants appointed by the Secretary of State

Employment of Government Servants in any manner required by proper authority. F. R. 11.

55 All Municipalities and Funds administered under Government (inclusive of Port Trust Funds and Wards' estates) are entitled to the gratuitous advice and services of officers of the Public Works Department and of all Government Medical, Sanitary and Educational officers, whenever these can, in the opinion of Government, be given without detriment to the public service. It rests with Government in each case to decide whether the last condition is fulfilled, and to indicate in each instance to what officer application for advice or

assistance should be made When a Municipality has its own Engineer or Manager, it will probably only desire to consult some superior officer of the Public Works Department or other Department In other cases more direct supervision and assistance may be considered desirable, and should be freely given without charge if Government decide that such supervision and assistance can be given without detriment to the public service

Suspension of Lien. F. R. 13.

56 When suspension of the lien of a Government servant is sanctioned, it is permissible retrospectively from the date of creation of the temporary post or from any subsequent date on which he was appointed to it, but whether provisional substantive promotions should be given from that date or from any subsequent date is a matter which is entirely at the discretion of the authority whose duty it is to fill up the post if permanently vacant

57 An Officer appointed provisionally, *i.e.*, pending the intimation of His Majesty's pleasure, and afterwards confirmed as a Member of Council, ceases to retain a lien on his substantive appointment not from the date of the occurrence of the vacancy but from the date of his confirmation as a Member of Council by the Crown Consequently the promotions made in his place should be regarded as acting only until such confirmation

(Government of India, Home Department, No 2009 Judicial dated 25th November 1904, G R, J D, No 1250 dated 10th March 1905)

58 An acting Judge of the High Court, if confirmed in the appointment, actually becomes a Judge of such Court from the date of his Letters Patent and he ceases to have a lien on his former appointment, if he has any, from that date Consequently the promotions made in his place should be regarded only as officiating until that date

(G I, F D, No 7649-P dated 6th December 1904)

Assumption of duties. F. R. 17.

59 Every relieving Government servant is responsible for informing the Government servant to be relieved at the earliest possible moment of the date when he will be in a position to receive charge, and it is the duty of the Government servant to be relieved to be in readiness to deliver charge on that date

60 When more than one day is occupied in making over charge the last day should be entered in the report and an explanation should be submitted.

61. The charge of a post must ordinarily be made over at its headquarters, both the relieving and the relieved Government servants being present For special reasons which must be recorded and be of a public nature a competent authority may permit the charge being made over elsewhere

Exception—The conditions imposed by this rule are not enforced in the case of Government servants who are permitted to combine vacation with leave under the provisions of Fundamental Rule 82 (d) and District and Sessions Judges. In their case the following procedure is laid down.—

(a) When vacation is prefixed to leave, the outgoing Government servant will report, before leaving head-quarters or if for urgent reasons the leave is granted during vacation, as soon as it is granted, that he makes over charge with effect from the end of the vacation. The relieving Government servant will then take over charge at the end of the vacation in the ordinary way.

(b) When vacation is affixed to leave the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

Note—Charge of a post may not, without the previous sanction of Government, be relinquished or resumed by Government servants visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave. Government will, however, have no objection to an officer who has been ordered to carry out an inspection at Aden quite independently of his going on leave, and who subsequently convinces the Local Government that it would be convenient and in the public interest to carry out this duty on his way home, being specially permitted to do so.

Date from which pay and allowances may be drawn. F. R. 17.

62 A Government servant will begin to draw the pay and allowances attached to his tenure of the post with effect from the date of assumption of the duties of that post if this event takes place in the forenoon of that day, otherwise from the following day. The same rule applies *mutatis mutandis* when a Government servant ceases to discharge those duties.

63 The promotion of a Government servant from a lower to a higher grade, his duties remaining the same, takes effect from the date on which the vacancy occurs, unless it is otherwise ordered. But when the promotion involves the assumption of a new post with enlarged responsibilities, as in the case of promotion from a subordinate judgeship of the Second Class to one of the First Class, the higher pay is admissible only from the date on which the duties of the new post are taken up.

Age on first appointment to Government Service.

64 A person whose age exceeds 25 years may not ordinarily be appointed to a post in superior pensionable service without the sanction

of the Head of the Department The ordinary limit of 25 years is extended to :—

(a) 30 years, in the case of a person appointed to a judicial office, and

(b) 28 years, in the case of Civil Assistant Surgeons who had passed the Previous examination in Arts before taking the medical degree.

Note.—This rule does not apply to Government servants on first appointment to permanent superior non-pensionable posts and to the employment in civil capacities of reservists and pensioners of the Native Army.

CHAPTER IV

PAY

Military Officers in civil employ. F. R. 19.

65 A Commissioned Officer holding a civil appointment on *consolidated pay* which is less than his military pay, shall receive the difference between his civil and military pay only if he is prevented from resigning his appointment for public reasons to be approved by the Government of India. Whenever such an officer is allowed to draw the difference, he will draw it from the department from which he receives his consolidated pay

(G I, F D, No 1771 dated 2nd December 1881, and No 1149 dated 27th February 1884)

(G R, F D, No 4683 dated 10th December 1881, G R, F D, No 980 dated 12th March 1884)

Pay and allowances of a Government servant treated as on duty. F. R. 20.

66 Unless specially ordered otherwise a Government servant will draw for the period treated as duty under the supplementary rules under Fundamental Rule 9 (6) (b) the pay which he would draw if actually on duty, provided that in the case of the persons referred to in clause (viii) of rule 9 and No 13 of those rules the pay will be the pay of the post or service to which they are appointed

67 Government servants serving in any Department except the Police, but including members of the clerical establishment of the Police Department, sent to the Police Training School, Nasik, will receive the Training School allowance only and not their substantive pay

68 A Government servant will, during the period of absence allowed for preparation for a language examination under supplementary rule 9 (iv) under Fundamental Rule 9 (6) (b), draw, if he passes the examination, pay equal to the amount he would have received if on leave on average pay. In case of failure, the pay will only be half average pay, with retrospective effect from the beginning of absence. This rule also applies to a Government servant serving in a Vacation Department

69 The Director of Public Instruction is authorized to decide within the maxima specified below what pay should be allowed to—

(i) a Government servant or

(ii) a student not in Government service,

permitted to proceed to a school, college or other institution for a course of training —

Maxima — (a) In case (i), his pay,
(b) In case (ii), Rs. 30

meanwhile to pay. F R. 22
 does not apply to transfer from a post
 Bombay City (which scale is in reality
 on a scale of pay fixed for the
 cases the orders of Government as to
 unless under Fundamental Rule 32 the
 scale to which he is transferred at its lowest
 rank.

13 dated 10th August 1922)

a Government servant after resignation
 of establishment amounts to a fresh
 of Fundamental Rule 22 and he will there-
 the time-scale. If in any case, it is
 of pay should be given the case can be
 Fundamental Rule 27

Circular No 27 dated 31st August 1925)

F R. 25

on which an officer is allowed to pass an
 has been enforced against him, he should
 at such stage as the authority competent to
 fix for him, subject of course to the pay
 length of service

No 1555 dated 8th January 1923)

increments in the time-scale after the position of
 counted to commence from the date of passing
 the efficiency bar the officer should start off on
 the efficiency bar provided he has been on the
 efficiency bar for at least one year

71B A period of overstayal of leave does not count towards
 increments under F R 26

F. R. 27.

72 A proposal to grant an increment to a Government servant on a
 time-scale pay in advance of the due date should be scrutinized with
 special jealousy as it is contrary to the principle of a time-scale pay to
 grant an increment before it is due. Such a grant of advance increment
 should not, therefore, be recommended or allowed excepting under
 circumstances which would justify the grant of personal pay to a Govern-
 ment servant, that is to say, seldom if ever

73 In the case of officers promoted to All-India and Imperial Ser-
 vices, whose pay in such service is fixed with reference to the pay drawn
 by them before the promotion in a Provincial or other service, cases may
 arise of an officer drawing less pay for a portion of each year than an
 officer junior to him subsequently promoted to the same service. The

Secretary of State has empowered the Government of India in such cases to grant an advance increment of pay to the senior officer concerned

(G I, F D, No 222-E-A dated 2nd March 1922, G R, F D, No 1332 dated 20th June 1922)

* 73A When transfers from one Department to another take place with the mutual consent of the heads of the offices concerned, they should not involve loss of service for increments whether such transfers are between Departments of the Local Government or between those of the Local Government and the Government of India

73B (i) When a clerk who is unqualified passes, while in service, the necessary qualifying examination, he should, if drawing less than the minimum pay fixed for qualified clerks, draw such minimum pay from the date of his passing the qualifying examination or, if drawing the minimum or more than the minimum, get two advance increments from the said date,

(ii) When a clerk who possesses lower qualifications passes, while in service, the examination which confers upon him higher qualifications he should if drawing less than the minimum pay fixed for clerks, possessing such higher qualifications, draw such minimum pay from the date of his passing the higher qualifying examination or, if drawing the minimum or more than the minimum, get two advance increments from the said date,

(iii) In cases where establishments are divided into Upper and Lower Divisions a clerk, who qualifies for the Upper Division by graduation, should receive no increment so long as he remains a member of the Lower Division merely by reason of the fact that he has graduated; when he is actually promoted to the Upper Division the ordinary rules as regards starting pay on promotion should apply,

(iv) In the cases mentioned in (i) and (ii) the clerk should count the period for his next increment from the date of the special increment; and in the case mentioned in the latter part of (iii) the clerk should count the period for his next increment from the date of promotion to the Upper Division.

Pay of officiating Government Servant. F. R. 31.

74 The power of the Local Government under the Note below Fundamental Rule 31 is delegated to the officers empowered to make appointments to the posts mentioned in the note. If the pay of the grades or classes in a cadre is a time-scale, each such grade or class should be regarded as a separate time-scale, and Fundamental Rules 22 and 32 should be applied to appointments to any particular grade or class.

[The object of the rules is explained below—

Under Fundamental Rule 31 a Government servant officiating in a post will draw the presumptive pay of that post "subject to the provisions of Fundamental Rule 30." The Note below Fundamental Rule 31

confers discretion regarding the pay to be given to the officiator if the post in which he officiates is tenable by a Government servant of any one of several grades or classes in a cadre. This may be illustrated by a concrete instance

It has been decided by Government that under Fundamental Rule 30 an Assistant Inspector of Salt and Excise on Rs 105—5—145 is entitled to enhanced pay for officiating as Inspector. The grades of the latter are as follows —

Rs
350—10—400
220—10—300
150—10/2—220

The Note below Fundamental Rule 31 says that the Local Government may permit the Assistant Inspector to draw the pay of any one of these grades of Inspector. The rule delegates this power to the Officers authorised to make appointments to the posts of Inspector.]

(G R, F D, No 13 dated 26th September 1922, and No 13 dated 23rd January 1923)

75 The minimum period for which a claim to enhanced pay is recognised is one week. This order does not however apply to a case in which a Government servant of one department is appointed to officiate in a post in another department, or to cases in which officiating arrangements are made to fill leave vacancies lasting for periods of more than a week.

(G R, R D, No 2195 dated 6th April 1876, and G R, F D, No 3213 dated 30th August 1913)

76 (a) The pay of a Government servant officiating in a post the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service is the pay which he would from time to time receive if he held the post substantively.

(b) The pay of a Government servant officiating in a post the pay of which has been reduced with effect from the next succession thereto is the reduced pay.

77 The pay of a Government servant officiating in an appointment the pay of which has been increased with effect from the next succession thereto is the increased pay.

(G I, F D, No 187-C.S.R. dated 15th June 1922)

F. R. 32.

78 If a Government servant's lien on his substantive appointment is suspended, the presumptive pay of the temporary post held by him, may, for the purpose of calculating his pay in another appointment, be taken as his substantive pay.

79. A time scale will always be attached to a particular cadre or class in a cadre. A time-scale itself may be of recent introduction whereas the class to which it is attached may have been in existence before the time-scale came into force with a different rate of pay attached to it. An officer may have officiated in the cadre or class prior to the introduction of the new time-scale and may have drawn during the officiating tenure salary equal to a stage or intermediate between two stages in a time-scale. This rule is to be interpreted as permitting such officiating service to count for increment in the same stage or if the salary was intermediate between two stages, in the lower stage.

(Auditor General's No 51-A—152-A & A dated 27th January 1922,
G R, F D, No 1075 dated 11th February 1922)

F. R. 33.

80. This rule prescribes the initial rate of pay of a Government servant officiating in a post the pay of which has been fixed at a rate personal to another Government servant. If the pay thus personally fixed is on a time-scale it is not intended that an officiating incumbent should be debarred from drawing increments in that time scale according to the ordinary rules.

(Audit Instruction No 15 issued by the Auditor General up to
31st October 1922)

Regulations of increments in case of an Officiating Government servant whose pay has been reduced under Fundamental Rule 35.

80A. When a Government servant is appointed to officiate in a post but is allowed no, or less than full officiating pay under Fundamental Rule 35, the period for which no, or less than full officiating pay is admissible should be treated for purposes of counting for increments, in the same manner as if full officiating pay had been drawn under Fundamental Rule 32.

(Auditor General's Circular No 27 dated 31st August 1925)

F. R. 36.

81. No extra cost by way of officiating appointments should ordinarily be imposed on the State by the treatment as on duty of Government servants undergoing training under F R 9 (6) (b). A competent authority may, however, allow officiating promotions in the place of Government servants undergoing training in cases in which it has been authorised by Government to do so.

Subsistence grants. F. R. 43 (a).

The Secretary of State in Council has issued the following general orders —

82. The subsistence grant of a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules shall be as shown in the following table —

Period spent by the Government servant on duty in India	Amount of the Grant	
	If drawn out of Asia	If drawn in Asia
Not more than 8 years	£ 33½	Rs 333½
More than 8, but not more than 12 years	42½	426½
More than 12, but not more than 16 years	53½	533½
More than 16 years	66½	666

83 The subsistence grant of a Government servant appointed in the United Kingdom, other than the Government servants mentioned in Rule 82 above, who, on first arrival in India, is prevented by illness from proceeding to the seat of Government to which he is attached or to any other station to which he is ordered to proceed direct, shall be Rs 250 or the pay to which he will be entitled when he takes over charge of his duties, whichever is less

(G R, F D, No 570 dated 25th May 1922)

Leaving Jurisdiction.

84 No Government servant (other than a police officer acting within his legal powers or an Excise officer acting under the orders of the Deputy Commissioner of Salt and Excise) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority. With the sanction of a competent authority a Government servant may proceed on duty to any part of British India, whether within or beyond the limits of the Bombay Presidency, or to any Indian State or Foreign Settlement in India, and may draw pay and allowances for such duty.

Note—The above orders are not intended to clash in any way with the right of the Metropolitan to summon the Bishop of Bombay to Calcutta. The sanction of the Government of India for the visit under those orders is, however, necessary before the Bishop can draw the allowance for the tour under rule 6 of the Rules under section 118 of the Government of India Act.

85 The signature of His Excellency the Governor, or of a Member of Council or Minister on his pay or travelling allowance bills for any period during which he has been absent from his jurisdiction will be sufficient authority for the Accountant General to pass pay and allowances (according to rule) for the period in question to His Excellency, the Member or Minister. In respect of Government servants accompanying them the signature of the Deputy Secretary or the Assistant Secretary of the Department concerned or of the Controlling Officer should be considered sufficient.

86 Government may accord a general sanction allowing an officer to proceed to a station beyond his sphere of duty in cases where his duty requires him to proceed to that station frequently, the controlling officer's

signature on his travelling allowance bills being taken to be proof of his journeys to the place being necessitated by official requirements.

Retrospective Effect.

87. The Secretary of State, the Government of India and the Local Government are opposed, on principle, to giving retrospective effect to increase of pay, save in very special cases, and Heads of Departments should, therefore, bear in mind this principle when recommending for sanction any such proposal.

(G I, F D, No. 2447 dated 24th August 1881, G R, F D, No 3338
dated 10th September 1881)

Temporary Posts.

88 A Government servant appointed to a temporary post will cease to draw the pay of that post on the expiry of the period for which it is sanctioned unless the sanction is renewed further. To avoid inconvenience and to enable the Government servant concerned to draw the pay of the temporary post after the expiry of the original sanction if he continues to hold the post, application for the sanction of the competent authority to the renewal should be made in sufficient time to admit of its consideration and disposal before the date of expiry of the previous sanction. If a reference to the Government of India is required, the application should be made sufficiently beforehand to admit of the reference being made in good time.

(G Rs, F D, No 3645 dated 3rd October 1881 and No 4595 dated 7th October 1898)

89. When under the Audit Resolution the sanction of the Secretary of State is required for the continuance of a temporary post by reason of the duration of that post beyond a certain limit of time, it is not necessary that the period should be continuous. The sanction of the higher authority is required if the total aggregate duration of the temporary post exceeds the limit prescribed.

(G I, F D, No 189 dated 14th July 1896 received with G I, F D, No 4179-Ex
dated 30th September 1896)

CHAPTER V

ADDITIONS TO PAY

Drawal of compensatory allowances. F. Rs. 44 and 93.*General*

90 The following are the different kinds of compensatory allowances sanctioned by Government —

Local allowance (including Presidency allowance)

House rent allowance

Grain compensation allowance

Travelling allowance (which includes conveyance, horse and tentage allowances).

Exchange compensation allowance

Note 1—For the general rules framed by Government for regulating the grant of compensatory allowances to Government servants stationed at certain places, see Appendix 22 to this Chapter

Note 2—For the general rules regulating the Bombay House Allowance Scheme, see Appendix 23 to this Chapter

Note 3—For the rules regulating the grant of local allowances at Karachi, Thana, etc., sanctioned by Government, see Appendix 24 to this Chapter

91 Unless in this section it be in any case otherwise expressly provided, a compensatory allowance attached to a post will be drawn in full by the Government servant actually performing the duties of that post and will not be drawn in whole or part by any one else.

During Joining Time

92. During joining time on transfer from one post to another to both of which a local or tentage allowance is attached, a Government servant may draw these allowances at the lower of the two rates.

During leave and temporary Transfer or Absence.

93. Wherever it is provided that a compensatory allowance may be drawn by a Government servant on leave or temporary transfer an invariable condition is that it be certified, by the Government servant if he holds gazetted rank, by the head of the office in the case of a non-gazetted Government servant, or by the immediate superior of a non-gazetted Government servant who is himself the head of an office, that the expenditure, or a considerable part of it, to meet which the allowance was sanctioned, continues to be incurred during the leave or transfer.

Exception.—This does not apply to Archdeacons or Chaplains

94 A local allowance may be drawn up to a maximum period of four months by a Government servant who takes leave on average pay from the post to which the allowance is attached or is transferred therefrom for not more than four months, to another post, as well as by the Government servant performing the duties of the post to which the allowance is attached, provided that the authority sanctioning the leave or transfer, as the case may be, certifies that the Government servant is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance

95 (a) A Government servant in receipt of a Presidency allowance at the Presidency town, who is absent therefrom on duty connected with his office, may continue to draw the said allowance during such absence, provided it does not exceed one month. But if the absence exceeds one month, he is not entitled to draw the allowance for any part of his absence

(b) Public Works Divisional Accountants may continue to draw the Presidency Allowance when absent from the Presidency town on inspection duty, irrespective of the length of the absence

96 Any Medical Officer in charge of a Civil Station who is required to proceed beyond the limits of his charge in order to appear as a witness in any judicial proceeding may continue to draw any local allowance attached to his post

97 Any of the Government servants enumerated in clauses (a), (b), (c) of section A and clause (a) of section B under Supplementary Rule No 571 may, when on hospital leave on average pay, draw any local allowance attached to his appointment, provided there is no substitute to whom it is payable

98 (a) Policemen of rank not higher than that of head constable, may, while on hospital leave, draw the house rent allowance admissible to them if it is not paid to their substitutes.

(b) Female Government servants on maternity leave occupying Government quarters need not be compelled to vacate them in favour of their substitutes. Government may grant house rent allowance to such substitutes

99 A Government servant in receipt of house rent allowance at the Presidency town may, during his absence from the Presidency town not exceeding four months in all, whether on other duty or on duty connected with his office, continue to draw his house rent, provided that it is certified by the Government servant that his previous rate of expenditure for a house at the Presidency town continued during his absence. If his absence from the Presidency town exceeds four months, he will not be entitled to the allowance for any part of the absence

100 A house rent allowance may be drawn by a Government servant on leave or transfer in the circumstances specified in rule 94; provided that he certifies that his previous rate of expenditure for a house

continues during his absence and that he places his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post. The officiating Government servant cannot in such case draw the house rent allowance attached to the post. If, however, the officiating Government servant for a reason which Government considers to be sufficient, refuses the accommodation placed at his disposal, he, and not the absent Government servant, will draw the allowance.

Note—This rule does not apply to any Government servant admitted to the benefits of the Bombay House Allowance Scheme in so far as it is inconsistent with the rules governing that scheme.

101 A Chaplain on the Bombay Ecclesiastical Establishment appointed before 17th June 1914 may draw the house rent allowance attached to his office while on privilege leave, a Chaplain appointed on or after that date may similarly draw the allowance only if the privilege leave is not taken in combination with furlough or other long leave, provided in both cases that the Chaplain on return from leave either reverts to his original post or is posted to another to which a Presidency House Rent Allowance is attached.

The title of the substitute to draw the house rent allowance is not affected.

102 An Archdeacon, Presidency Senior Chaplain of the Church of Scotland, or a Chaplain during privilege leave, or a Military Assistant or Sub-Assistant Surgeon in Civil employ during leave on average pay not exceeding four months, may draw a conveyance allowance attached to his office provided it is not drawn by his locum-tenens.

103 A conveyance or horse allowance may be drawn by the following Government servants during the first four months of any period of leave on average pay, provided that no extra expense is thereby caused to the State —

(i) Inspectors, Assistant Inspectors, Sub-Inspectors and Sarkarkuns of the Departments of Salt and Excise in the Presidency proper

(ii) Inspectors of the Department of Salt and Excise in Sind

(iii) Inspectors, Deputy Inspectors, Sub-Inspectors and Sergeants of the Police Department in the Bombay Presidency (including Bombay City and Sind) and Inspectors and Chief Constables (Sub-Inspectors) of the Agency Police in Kathiawar

In regard to the Bombay City Police the Commissioner of Police, Bombay, should decide in each case whether the officer on leave or the one acting for him should draw the conveyance allowance. In other cases the discretion rests with the authority competent to grant leave.

104 Tentage and clothing allowance should continue to be drawn during leave on average pay not exceeding four months. They should also be drawn by officers transferred temporarily for a period not exceeding four months to a post to which such allowance is not attached, subject

to the conditions that the tents or clothing in respect of which the allowance is drawn continue to be maintained, and that the Government servant returns to the same post from which he was temporarily transferred or proceeded on leave or to another post to which a similar allowance is attached. If there be any reason to believe that the period of absence will exceed four months, the benefit of the concession should be withheld for the entire period of the absence.

Note —When an absentee draws tentage allowance in the circumstances stated above the locum-tenens will draw the tentage of his own rank and not that attached to the rank of the absentee.

105. An exchange compensation allowance may be drawn, if admissible, by a Government servant during the first four months of any period of leave on average pay.

During a period of Training

106. A non-gazetted Government servant authorised to undergo a course of instruction or training outside the limits of the Presidency may, with the sanction of Government, draw local allowance not exceeding $1/5$ th of his substantive pay when it is considered that the expenses of the Government servant exceed those to which he might be put by a temporary transfer of duty within the Presidency. If the place of training has been recognised as particularly expensive, Government may, in addition, allow him to draw a further local allowance equal to the amount admissible to Government servants of his class serving in such place.

During periodical visits to Headquarter Stations

107. Government servants specified in the undermentioned table may be allowed a local allowance at a rate of $1/5$ th of their pay for their annual visit to headquarters station for the duty mentioned in column 2. The word "Head-quarters" includes the head-quarters of Assistant Collectors also —

Name of establishment.	Duty.	Remarks
1	2	3
(1) Karkuns on the Establishment of Sub-Judges and Bailiffs	For the destruction of records under orders of the High Court	
(2) Taluka Karkuns and their peons	For comparison of the taluka and Huzur accounts.	
(3) Supervising Tapedars in Sind	For comparison of Jama-bandu papers	
(4) Peons accompanying Circle Inspectors	For the annual instruction in surveying	
(5) Circle Inspectors when proceeding outside their Jurisdiction.	For instructing village accountants in survey	Permitted to retain P T A while on instruction duty

Travelling Allowances. F. R. 44.

PART I.—GRADES OF GOVERNMENT SERVANTS.

SECTION I.—DISTRIBUTION INTO GRADES.

108. For the purpose of calculating travelling allowance, Government servants are divided into four grades as follows —

(a) The first grade includes all members or probationers of All-India Services, members of the Bombay Civil Service holding listed appointments of Assistant Judges and Sessions Judges, Chaplains and acting Chaplains including those under the additional Clergy Society, and all other Government servants in receipt of an actual pay of Rs 750 or more per month

(b) The second grade includes all Government servants in receipt of actual pay of Rs 200 or more but less than Rs 750.

(c) The third grade includes all Police Officers above the rank of Constables, and Insect Setters and Collectors in the Department of Agriculture; and all Government servants in superior service not included in grades 1 and 2

(d) The fourth grade includes all Government servants in inferior service and also

(i) Forest guards,

(ii) Police Constables.

Note—In the case of Government servants whose pay has not been revised since 1st January 1920, the temporary and provisional allowance, if any, drawn by them should be taken into consideration in determining their pay for purposes of travelling allowance

1-A The travelling allowance of an officiating Government servant who has no substantive appointment under Government should be regulated by his pay

1-B The classification of specialist officers of the Public Works Department for purposes of travelling allowance is specified in Government Resolution, Public Works Department, No 936 dated 24th June 1922

1-C Temporary Engineers under covenant employed in the Public Works Department on or before 16th July 1922 should retain their present terms as regards daily allowances

1-D Indian Officers of the Indian State Forces who hold commands or appointments similar to those held by officers of the Indian Army holding His Majesty's Commission will be given first class accommodation when travelling by rail or sea on duty at Government expense

(Government of India, Foreign and Political Department, No 142-1233-Intl dated 25th January 1923, Government Resolution, Political Department, No 1015-A dated 12th February 1923)

1-E—All officers officiating in an All-India Service should be treated as officers of the first grade for the purpose of travelling allowance

109. Government may order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in rule 108. The orders so far issued are enumerated in Appendix 1

110 A Government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him.

111 A Government servant whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as Government may, with due regard to the Government servant's status, order.

112. Unless in any case it be otherwise expressly provided, these travelling allowance rules do not apply to Patels, whether Revenue or Police, or to village watchmen.

PART II—THE DIFFERENT KINDS OF TRAVELLING ALLOWANCE.

SECTION II—GENERAL

113 The following are the different kinds of travelling allowance which may be drawn in different circumstances by Government servants —

- (a) Permanent travelling allowance
- (b) Conveyance or horse allowance
- (c) Mileage allowance
- (d) Daily allowance
- (e) The actual cost of travelling.

The rules in this part explain the nature of these allowances and the method of calculating them. The circumstances in which they can be drawn for particular journeys are described in Parts III to V

SECTION III—PERMANENT TRAVELLING ALLOWANCE

114 A permanent monthly travelling allowance may be granted by Government to any Government servant whose duties require him to travel extensively, and those which have been granted are enumerated in Appendix 2. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

115 A Conservator in charge of a Circle may grant to a Ranger or a Forester, who though not in charge of a range, is required to spend a large part of the year on tour, permanent travelling allowance not exceeding the following rates —

- Rangers—Rs. 30 per mensem in the Presidency proper.
Rs 45 per mensem in Sind.
- Foresters—Rs 15 per mensem in the Presidency proper
Rs 25 per mensem in Sind

116 A permanent travelling allowance cannot be drawn during joining time or unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn.

Note—The fact that a Government servant on transfer receives travelling allowance for the special journey on transfer made on the day on which he leaves his old station or arrives at the new station, does not, however, affect his title to permanent travelling allowance for the day on which he makes over charge in the afternoon, or receives charge of his new appointment in the forenoon.

117 When a Government servant holds either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as the competent authority may consider to be necessary in order to recover the travelling expenses which he has to incur

SECTION IV — CONVEYANCE AND HORSE ALLOWANCE

118 The pay of a Government servant is supposed to include the cost of keeping up such means of conveyance as are requisite for his ordinary duties, if he is of the same standing as persons who in this country ordinarily use such means of conveyance. It is only when the duties of a Government servant involve an extraordinary amount of moving about within a limited area, that a claim for conveyance allowance can be recognized by Government, and even this is not without exceptions for, in many cases, the pay of Government servants has been fixed with special reference to the expenditure involved in the performance of their duties and in such cases no further claim for a conveyance allowance can be admitted. Such cases are those in which the pay of the post has been fixed at a specific amount peculiar to itself and is not determined by a rate fixed for a group of posts to some of which only the special duties are attached. Further it is only in a few exceptional cases that any claim for an allowance on account of a carriage should be admitted. Officers on high pay may be presumed to possess a carriage and in their case the conveyance allowance should merely represent the cost of keeping one, or, if the requirements of the case are altogether special, two additional horses. On the other hand, Government servants on low pay who do not ordinarily use carriages are sufficiently provided for when the cost of maintaining a horse or pony is granted to them. Although conveyance allowances are given to enable Government servants to meet certain specific expenditure and Government are entitled, in every case in which the allowances are given at the maximum rate applicable, to see that it is spent in the way intended, it is not necessary to enquire in what precise manner they are spent, so long as the duties for the performance of which they are paid do not suffer, but it rests on the executive authorities to see that the essential condition attaching to a conveyance allowance, *viz*, that the Government servant should move about adequately in the discharge of his duties, is fulfilled.

119 Government may grant, on such conditions as they think fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance. Those which have been granted are enumerated in Appendix 3

120 Bombay Medical Service Officers and Subordinate Medical Service Officers when travelling on epidemic duty within 5 miles of their

headquarters, may draw a daily conveyance allowance at the following rates :—

Bombay Medical Service Officers	Rs. 5
Subordinate Medical Service Officers	3

The allowance should be paid to these officers only for the days on which they are certified by the Civil Surgeons to have been mainly employed on epidemic duty

121 When a conveyance allowance is granted on condition that a particular kind of motor vehicle is maintained, a certificate that such particular kind of motor vehicle is maintained is required for audit purposes and should accompany any pay-bill in which the allowance is claimed

122. Except as otherwise provided in these rules and unless the authority sanctioning it otherwise direct, a conveyance or horse allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under these rules Mileage or daily allowance will not be admissible for any journey taken in a conveyance for which a conveyance allowance is given unless

(1) the conveyance allowance is intended to cover the cost of the maintenance of the conveyance only, or

(2) the officer concerned travels on duty beyond his jurisdiction

In case (1) mileage will be drawn at the rates specially prescribed

123 A Superintending Engineer of a Division, the Sanitary Engineer to Government, the Consulting Architect to Government or the Electrical Engineer to Government may grant to a Public Works Upper Subordinate a conveyance allowance not exceeding Rs 30 if such a subordinate has to perform a large amount of travelling at or near headquarters, on condition that the allowance is forfeited whenever daily allowance or road-mileage is drawn

124. A conveyance or horse allowance may not be drawn during joining time, provided that it may be drawn during joining time by Inspectors, Assistant and Sub-Inspectors and Sarkarkuns of the Departments of Salt and Excise in the Presidency proper, Inspectors of the Combined Salt, Excise and Opium Department in Sind and Police Inspectors, Sub-Inspectors and Sergeants on condition that no extra expense is thereby caused to the State

Its drawal during leave is governed by the supplementary rules under Fundamental Rules 44 and 93

125 Government may grant to any Government servant summoned temporarily on duty to Bombay such conveyance allowance not ordinarily exceeding Rs 3 a day as they think fit, but such conveyance allowance will not ordinarily be granted if the Government servant is entitled to a daily allowance while in Bombay.

SECTION V.—MILEAGE ALLOWANCE.

Sub-section (i)—General.

126 A mileage allowance is an allowance calculated on the distance travelled and given to meet the cost of a particular journey.

127. (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short, provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used

Note 1—In cases falling under this rule an audit officer may assume that the route charged for in the travelling allowance bills was that actually used by the Government servant concerned

Note 2—Government servants may use the route *via* Issan Chandia for journeys between Jhudo and Diplo and draw travelling allowance by that route

Note 3—Government servants may use the railway route *via* Hyderabad (Sind) for journeys between Sinphoro and Shahdadpur and draw travelling allowance by that route, as the road journey between the two places is not always practicable nor ordinarily suitable

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes

(c) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

.(For explanatory notes see supplementary rules Nos 339—345.)

128 (a) A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest provided that the journey is actually performed by such route and (provided) that the mileage allowance calculated on such route does not exceed that calculated on the shortest route by more than 50 per cent.

Note—In granting such concession, the competent authority should consider whether any public interest, such as the saving of public time, inspection work *en route*, etc., was served by the journey being performed by a route other than the cheapest which would not have been served had the Government servant travelled by the ordinary route

(b) Travelling allowance bills of Government servants of the Salt and Forest Departments should be passed upon the countersignature of controlling officers, who will be held responsible for the accuracy of the distances entered in the bills and for the necessity of the circuitous journeys

(c) The following rule shall apply to officers in the Public Works Department only :—

When it is possible to travel between two places either by rail or by road the mileage allowance should be calculated as if the journey has been made by rail. Provided that if the journey was actually made

by road and the controlling officer is satisfied that it was in the public interest that the journey should be made by road, he shall allow the calculation to be made at the rates for journeys by road and give a certificate to this effect on the travelling allowance bill

129 (a) A journey on transfer begins and ends at the actual residence of the Government servant concerned. The point in any station at which a journey (other than a journey on transfer) is held to commence or end is the chief public office as determined by clause (b) of this rule or such other point as may be fixed under that clause

(b) The following rules should be observed in determining the said point —

(i) If the Post Office (or if there are more than one, the principal Post Office) is permanently located in a Government building specially assigned for the purpose, and not situated in a very outlying part of the station, it shall be considered the starting and terminal point,

(ii) If the Post Office is either located in a hired building, or is situated in a very outlying part of the station, the Chief Revenue Officer's Kacheri shall be the point fixed, or

(iii) If there is no such Kacheri, the point fixed shall be that from which measurement is now taken for the mile stones erected on the roads leading out of the station,

(iv) In other cases, if there are any, the controlling officers should fix the point, in the manner least expensive to Government

Note 1 — In Adon the following points are fixed, from which mileage allowance is to be calculated —

(1) At the Crater position, the Court of the Resident

(2) At the Tawahi, the Post Office

(3) At Shaikh Othman, the Clock Tower

The distances as certified by the Executive Engineer and Officer in charge Shaikh Othman are —

	M	Fur	Yds
From the Crater to Shaikh Othman	8	5	147
From Tawahi to Shaikh Othman	10	0	98
From the Crater to Tawahi	5	0	5

Government servants residing at Steamer Point, Tawahi and Maala will be treated as residing at Tawahi. Government servants residing at the Crater and Isthmus will be treated as residing at the Crater, for the purpose of calculating mileage

Note 2 — Surat Castle is the starting and terminal point for calculating travelling allowances in Surat

Note 3 — In villages, the chavdi is the starting and terminal point

Note 4 — In the case of Prison Officials at Karwar, Bysapur and Karachi who are provided with free quarters at the Prison and are required to live there, the Prison should be held to be the starting and terminal point

Note 5 — Hyderabad Central Prison, the Sind Convict Gang, Hyderabad, and the Yeravda Central Prison should be held to be the starting and terminal points for the purpose of calculating travelling allowance in the case of the Prison Officials who have been provided with free quarters at the prisons and are required to live there

Note 6 — St Andrew's Church should be held to be the starting point for the purpose of calculating the travelling allowances admissible to the chaplain employed at the St Andrew's Church for journeys in Bombay City

Note 7 — In the case of Government servants of the Agricultural Department who are required to live on an experimental farm, the farm should be held to be the starting and terminal point

130 Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by railway, by sea or river steamer, or by road

Sub-section (u) — Mileage allowances for journeys by railways.

131 For the purpose of calculating mileage allowance, Government servants when travelling by railway are considered to be entitled to class accommodation according to the following scale —

(a) *A Government servant of the first grade*—Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels

(b) *A Government servant of the second grade*—Second or, if the line by which he travels provides no second class accommodation on any train, highest class

(c) *A Government servant of the third grade*—

(i) If travelling on any railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which he is travelling—

(1) where there are two classes only, lower class, and

(2) where there are three classes, second class if his pay is not less than Rs 100 and third class if it is less than Rs 100

(ii) If travelling on any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling, intermediate class

(d) *A Government servant of the fourth grade*—The lowest class whether it be called lower, third or fourth

132 In suitable cases, with the sanction of Government, Government servants may be provided with season tickets for the purpose of travelling on duty by rail.

(For explanatory note, see supplementary rule No 346)

133 Government may, for special reasons, declare any particular Government servants or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in clauses (b), (c) or (d) of rule 131.

134. The mileage allowance admissible to a Government servant of the first, second or third grade for journeys on transfer is double the fare of the class in which he is entitled to accommodation and for other journeys one and three-fourth fares The mileage allowance admissible to a Government servant of the fourth grade is the fare of the lowest class Whether or not a return or concession ticket was purchased is immaterial .

135 If a Government servant of the second or third grade actually travels by a train which does not provide the class of accommodation to which he is entitled under rule 131, he may be allowed to draw the mileage allowance of the next higher class, provided that the controlling officer attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he should travel by that train. This concession does not apply to a Government servant of the third grade whose pay is less than Rs 100 and who travels on a line which provides intermediate class accommodation on one or more of its trains but not on the particular train on which he travels if there be third class accommodation on that train. Such a Government servant is restricted to mileage allowance calculated for intermediate class accommodation.

136 When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw mileage allowance based on the higher rates for that part of the journey.

Sub-section (m) — Mileage allowances for journeys within the limits of Indian waters by sea or by river steamer

137 For the purpose of calculating mileage allowance, Government servants are considered to be entitled to class accommodation according to the following scale —

(a) A Government servant of the first grade—highest class

(b) A Government servant of the second grade—If there be two classes only on the steamer, the higher class

If there be more than two classes—middle or second class.

(c) A Government servant of the third grade—If there be two classes only on the steamer, the lower class.

If there be three classes, middle or second class. If there be four classes, third class

Provided that a competent authority may direct that any Government servant whose pay does not exceed Rs 30 is entitled, for journeys generally or for particular journeys, to accommodation in the lowest class only

(d) A Government servant of the fourth grade—lowest class.

Note—The term “Indian waters” is intended to cover journeys to and from Indian ports and beyond sea stations administered by the Government of India, viz. Aden, Kamaran Islands, the Andamans, and Burma

138. Steam launches plying up and down the creeks in the Ratnagiri District should be considered as river steamers for the purposes of the rules in this sub-section and rule 169.

139 Police Officers should requisition third class tickets at double rates for prisoners and their escorts when travelling by the Bombay Steam Navigation Company's and the Indian Co-operative Navigation and Trading Company's Steamers. In return for this, isolated second class accommodation will be provided by the Companies.

140 A Government servant travelling by night by steamers plying regularly between Bombay and Goa is entitled to recover the extra charge on account of a sleeping berth, provided he is under the rules entitled to first class accommodation.

141 The mileage allowance admissible to a Government servant of the first, second or third grade is, in the case of journeys between Bombay and Aden, Bombay and Karachi, Karachi and Aden, Bombay and Persian Gulf, and Karachi and Persian Gulf, one and three-tenth fares, and in the case of other journeys double the single fare of the class in which he is entitled to accommodation. The mileage allowance admissible to a Government servant of the fourth grade is the fare of the lowest class. (But see rule 162.) Whether or not a return or concession ticket was purchased is immaterial.

For the purposes of this rule, "fare" means the lowest rate for the class of accommodation to which a Government servant is entitled.

In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" in this rule should be held to mean fare exclusive of diet.

142. (a) In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of rule 137 if strictly construed involve hardship, a competent authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled. If a concession is granted, it must be to the next higher class only, and the competent authority will decide whether the full allowance admissible for the journey by the higher class is to be granted.

(b) All European Officers travelling by the Bombay Steam Navigation Company's and the Indian Co-operative Navigation and Trading Company's steamers are entitled to first class steamer accommodation.

(c) Government servants of the third grade travelling between Bombay and Ratnagiri by steamers of the Bombay Steam Navigation Company should, for so long as the Company provides only two classes, viz., upper and lower, be allowed to travel by the upper class and draw allowances at the rate of one upper and one lower class, provided they actually travel by the upper class.

143 The rules in this sub-section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case the crossing is treated as a part of the railway journey.

144 If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under rule 317 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

Sub-section (iv) — Mileage allowance for journeys by road

145 For the purpose of these rules, travelling by road includes travelling by sea or river in a steam-launch or in any vessel other than a steamer and travelling by canal.

146 For journeys by road, mileage allowance is calculated at the following rates for each mile travelled except in any case for which different rates are specially provided —

I Government servants using their own conveyance—

A Government servant of the 1st grade—

Motor car	8 annas per mile
Motor cycle and side car	3 annas per mile
Motor cycle, solo	2 annas per mile
Any other means of conveyance	2 annas per mile

A Government servant of the 2nd grade—

Motor car, Motor cycle and side car	3 annas per mile
Motor cycle, solo	2 annas per mile
Any other means of conveyance	2 annas per mile

A Government servant of the 3rd grade—

Motor car, Motor cycle and side car	3 annas per mile
Motor cycle, solo	2 annas per mile
Any other means of conveyance	2 annas per mile

Note—A second or third grade officer uses a motor car at his own option and can only claim 3 annas per mile.

A Government servant of the 4th Grade—

// 1 anna and 6 pies per mile

II Government servants hiring a conveyance—

A Government servant of the 1st grade The actual cost of hiring the conveyance in whole or in part subject to a limit of annas 8 per mile

A Government servant of the 2nd grade The actual cost of hiring the conveyance in whole or in part subject to a limit of annas 4 per mile.

A Government servant of the 3rd grade The actual cost of hiring not more than two seats in a conveyance subject to a limit of annas 2 per mile

A Government servant of the 4th grade The actual cost of hiring one seat in a conveyance subject to a limit of annas $1\frac{1}{2}$ per mile

(1) Vouchers should be attached to the travelling allowance bill presented for payment. If vouchers cannot be obtained, the Controlling Officer should certify that to the best of his knowledge the claim is correct. But when the whole conveyance is hired, a voucher should ordinarily be required.

(2) The nature of the conveyance used should be certified on the travelling allowance bill presented for payment.

(3) All Controlling Officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which officers subject to their control ordinarily travel.

(4) Short journeys within a radius of five miles from head-quarters may not be added to other journeys when calculating the distance travelled by road or the amount of mileage allowance for road journeys.

Note 1—Third grade officers in Kanara should be allowed mileage at the rates sanctioned by the Commissioner, Southern Division's notification issued in the Gazette from time to time in lieu of the rate sanctioned in this rule up to a maximum of 4 annas on tour and 5 annas on transfer provided that their claims are supported by a certificate that a whole cart was actually used and paid for at these rates, and provided that in the case of journeys on tour when two or more members of the establishment concerned travel at the same time they cannot take the benefit of this concession.

Note 2—The official and non-official visitors of the Visapur Jail and the members of the Advisory Committee in connection with the meetings of the Committee may draw mileage allowance for journeys by road from Ahmednagar to Visapur and back subject to the following conditions—

(a) that the journey is actually performed by the road route, and

(b) that the journey from Ahmednagar to Visapur and back is completed on the same day.

147 The ordinary rate per mile for cart-hire in the districts in which the journeys are performed (instead of the mileage rate laid down in rule 146) should be fixed as the maximum limit up to which Constables and Head Constables of Police of all grades may be allowed to charge the actual cost of conveying their baggage and their families if they have any.

148 Except on transfer no mileage allowance for a journey to or from the railway station is admissible in addition to mileage for the journey by rail unless the road journey exceeds five miles. In calculating the length of road journey both outward and return journeys if performed on the same day may be taken into consideration. In the case of transfer, mileage should be allowed for the distance between the Government servant's actual residence and the nearest railway station.

149 In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey but not from the various items which make up the bill. Each complete journey is to be considered separately, and a journey on tour ends whenever the Government servant returns to headquarters or to a place in which his headquarters are situated, whether he halts there or not.

SECTION VI.—DAILY ALLOWANCE.

150 A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

151 Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.

152. Daily allowances are drawn on the following scale:—

	Rs	a	p.
(a) A Government servant of the <i>first</i> grade	7	8	0
(b) A Government servant of the <i>second</i> grade on pay—			
(i) Up to Rs 250	2	8	0
(ii) Above Rs 250 up to Rs. 300	3	0	0
(iii) Above Rs 300 up to Rs 350	3	8	0
(iv) Above Rs 350 up to Rs 400	4	0	0
(v) Above Rs 400 up to Rs. 450	4	8	0
(vi) Above Rs 450 up to Rs 749	5	0	0
(c) A Government servant of the <i>third</i> grade on pay—			
(i) Up to Rs 50	0	8	0
(ii) Above Rs 50 up to Rs 75	0	12	0
(iii) Above Rs 75 up to Rs 100	1	0	0
(iv) Above Rs. 100 up to Rs. 125	1	4	0
(v) Above Rs 125 up to Rs. 150	1	8	0
(vi) Above Rs 150 up to Rs 175	1	12	0
(vii) Above Rs 175 up to Rs 199	2	0	0
(d) A Government servant of the <i>fourth</i> grade	0	3	0

153 Government may sanction on such conditions as they may think fit to impose, for any Government servant or class of Government servants, a daily allowance at a rate other than that prescribed in rule 152. Appendix 4 shows the sanctions accorded under this rule.

154 The Principal, Bombay Veterinary College, and the Registrar of Co-operative Societies are allowed daily allowance for halts on duty outside the Bombay Presidency, at the rate admissible to them for halts on duty within it.

SECTION VII.—ACTUAL EXPENSES

155 Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

156 The Military Secretary and Aides-de-Camp to His Excellency the Governor receive their actual travelling expenses while on tour with His Excellency

PART III—TRAVELLING ALLOWANCE ADMISSIBLE FOR DIFFERENT CLASSES OF JOURNEY.

SECTION VIII.—GENERAL

157. Travelling allowance of any kind is inadmissible unless it is provided for in these rules.

158. The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in sections IX to XXI

159. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage

160. (a) Government may by general or special order direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive

(b) Appendix 5 shows the orders issued under this rule. Members of ministerial establishments of officers touring in an area for which special rates of travelling allowance have been sanctioned are, if not specifically provided for in this appendix, eligible for the period of their tour in that area for travelling allowance at the special rates prescribed in this appendix for corresponding members of the establishment of officers of corresponding rank

Note—The Consulting Surveyor to Government has, for the purposes of this rule, been declared to be of the rank of Deputy Inspector General of Police for Sind.

161. When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior authority and countersigned by the controlling officer. The certificate should run in the following form.—

“ A B. was directed by me to use special means of conveyance, namely
for the journey from
to on the and the use of such
special means of conveyance was absolutely necessary for the following
reasons, namely ”

Note—A riding camel should be considered as a special means of conveyance for head constables and constables in Sind

(For explanatory notes see supplementary rules Nos 347—349)

162. A Government servant of the fourth grade, when travelling by sea or river steamer, may draw, in addition to mileage allowance daily allowance at double the rate ordinarily admissible to him, provided that, whatever be the nature of other journeys which may be combined

with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn

163 A Government servant who enters or leaves the territory of Goa while travelling on duty, and pays the personal tax levied by the Government of that territory on such occasions, may draw, in addition to the travelling allowance (including permanent travelling allowance) to which he is entitled in respect of the journey, the amount of tax so paid by him.

SECTION IX — JOURNEY ON TOUR

Sub-Section (i)—General Rules

164 The Headquarters of a Government servant are either the station which has been or may be declared to be his headquarters by the authority which appoints him, or by a competent authority, or, in the absence of such declaration the station where the records of his office are kept

Note—For a list of places declared to be headquarters by Government, see Appendix 6.

165 Government may define the limits of the sphere of duty of any public servant Existing orders are contained in Appendix 7

166 A Government servant is on tour when absent on duty from his headquarters either within, or with proper sanction, beyond his sphere of duty For the purposes of this section, a journey to a hill station is not treated as a journey on tour.

Note—A District or Assistant Superintendent of Police is not held to be on tour when he visits a police station unless—

(a) he travels not less than twenty miles in one day, or

(b) he is absent from his headquarters for two or more consecutive nights

167 In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of rule 166

Note (a)—A Government servant undertaking a journey to attend a Chapter of the Star of India or of the Indian Empire to which he has been summoned, travels on duty within the meaning of this rule

(b) A Military Medical Officer in Civil employ when giving gratuitous medical attendance to the family of a Military Officer in Military employ as part of his duty travels on duty within the meaning of this rule

(c) A Chaplain proceeding to a distance from headquarters to solemnise a marriage, or a medical officer leaving his station to attend upon the family of a public officer, which he is not bound to attend free of charge as a part of his regular duties, is not travelling on duty within the meaning of this rule

168 Government will impose such restriction as they may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants

169 If Government declare that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys though he may draw mileage allowance, or if he be in inferior service,

travelling allowance under rule 184, for journeys by rail or steamer. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty. The pay of the Government servants enumerated in Appendix 8 has been declared to be fixed in this manner.

170 The travelling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent travelling allowance or mileage and daily allowance, if admissible. Permanent travelling allowance may, however, in certain circumstances be exchanged for mileage and daily allowance if admissible, or for the whole or part of the actual cost of travelling. In certain other circumstances actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.

(For explanatory Notes see Supplementary Rules Nos 350 and 351.)

171. (a) The scale of Government tents to be supplied to any Government servant or class of Government servants for office or personal use is prescribed in Appendix 9.

(b) When such tents are used by a Government servant on tour for office purposes only, they may be carried at Government expense.

When used partly for office and partly for private purposes, Government servant must, except as provided in rule 188, pay half the cost of carriage. When used wholly for private purposes, the Government servant must, except as provided in rule 188, pay the entire cost of carriage.

172 Tentage and permanent travelling allowance should not be continued to a Government servant on special duty, if the duty is not such as to require him to incur the expense, which the allowances are intended to cover.

Exceptions—(1) The officer deputed to compile the Administration Report of the Bombay Presidency, an Assistant or Deputy Collector in Sind employed exclusively in the preparation of settlement reports and an Assistant or Deputy Collector appointed as a Personal Assistant to the Collector under the Famine Relief Code should be permitted to draw the same permanent travelling and tentage allowance as would be admissible to him but for such deputation.

(2) Circle Inspectors deputed to attend the Survey Class in Poona are entitled to retain their permanent travelling allowance during their deputation.

Sub-Section (vi) —Government servants in receipt of permanent travelling allowance

173. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of or in addition to permanent travelling allowance for such journeys provided that—

(1) A Government servant of the fourth grade, munshis and clerks attached to canal divisions of the Public Works Department and any

other class of Government servants to which Government may extend this concession may draw, in addition to permanent travelling allowance, single fare for a journey by rail ;

(2) Government may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorised journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey ; and

(3) If a journey or part of a journey to which the concession specified in proviso (2) would have applied had it been made by a public conveyance is actually made by a private motor car, the Government servant concerned may draw, for the period that would have been occupied if the journey had been made by public conveyance, the same amount as he would have drawn had he actually made the journey by such conveyance

Note 1—For the purposes of provisos (2) and (3) above the amount of permanent travelling allowance to be deducted for broken periods of a month should be calculated at 1/30th of the allowance, irrespective of the number of days making up the month

Note 2—The concession referred to in proviso (2) is granted to the Government servants mentioned in Appendix 10

174. When a Government servant in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may in exchange for this allowance draw mileage and daily allowance, if admissible, for the entire journey including such part of it as is within his sphere of duty, and may draw, in addition permanent travelling allowance for any day of his absence for which he has not drawn mileage allowance. This rule does not apply to a Government servant who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place.

Note—Note 1 under rule 173 applies here also

Sub-Section (m).—Government servants not in receipt of permanent travelling allowance.

Sub-division 1—Daily allowance.

175. Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of mileage and daily allowance, if admissible

176. Daily allowance may not be drawn except during absence from head-quarters on duty. A period of absence from head-quarters begins when a Government servant actually leaves his head-quarters and ends when he actually returns to the place in which his head-quarters are situated, whether he halts there or not.

177. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of five miles from his head-quarters or returns to his head-quarters from a similar point

Exception 1—Honorary Organizers of Co operative Societies should be allowed to draw travelling allowance whenever they visit Societies outside their own villages or municipalities whether such Societies are located within or beyond the five miles limit

Exception 2—General-duty* Karkuns, general-duty Circle Inspectors and their peons, Talatis deputed on duty outside their jurisdictions, Taluka Head Munshus in the Province of Sind when deputed to carry out field inspections or other similar work ordinarily carried out by Mukhtyarkars, graduates and Munshus deputed to the Tape-dars' Training School at Hyderabad to undergo the survey course and surveyors deputed to instruct the class, such Excise (Abkari) Inspectors and Sub-Inspectors as do not receive a horse allowance, Nazirs of Subordinate Civil Courts stationed in towns provided with first class Subordinate Judges' Courts, and Veterinary Assistant Surgeons in charge of stationary dispensaries are exempted from the operation of this rule

*The term "general-duty Karkun" applies to any member on the establishment of a Mamlatdar or Mahalkari occasionally deputed to any part of a taluka for any special enquiry or purpose when the duty for any reason cannot be performed by a Circle Inspector)

Note—This rule does not apply to a journey which is continued without interruption to a point more than five miles distant from head-quarters, even though at the expiration of the day (mid-night) on which the journey was commenced, the Government servant had not reached such a point

Exception 3—The inspecting staff of the office of the Collector of Karra may draw daily allowance when camping at Matar for the purpose of taluka inspection or audit

178 Subject to the conditions laid down in rules 180 and 181, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

(For explanatory Notes see Supplementary Rules Nos. 352 and 353.)

179. Daily allowance may be drawn in addition to mileage in respect of journeys by road unless the Government servant returns to head-quarters on the same calendar day as he leaves head-quarters.

Note—Daily allowance shall not be drawn for any day in respect of which mileage by road is drawn in addition to mileage by rail or steamer

180. Daily allowance may not be drawn for a continuous halt of more than ten days at any one place, provided that a competent authority may grant general or individual exemptions from the operation of this rule, on such conditions as it thinks fit, if it is satisfied—

(a) that prolonged halts are necessary in the interests of the public service, and

(b) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained, continue, after the first ten days, to entail extra expense upon the halting Government servant

2 Exemptions granted by Government are enumerated in Appendix 11

Note—The exempting authority may reduce the full daily allowance admissible under the rule by such an amount, and may grant the allowance for such number of days, as it thinks fit

181. For the purposes of rules 177, 178, 179 and 180—

(a) After a continuous halt of ten days' duration the halting place shall be regarded as the Government servant's temporary headquarters

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding five miles for a period including not less than three nights

(c) In calculating the duration of a halt, any day on which the Government servant travels or halts at a distance from the halting place exceeding five miles shall be excluded

Sub-division 2—Mileage allowance and actual expenses in place of or in addition to daily allowance.

182 (a) Subject to any conditions which Government may by general or special order impose, a Government servant in superior service may exchange his daily allowance for mileage allowance on any day on which he travels by railway or steamer or both, provided that, if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them

(b) When a journey by road is combined with a journey by railway or steamer under clause (a) of this rule—

(i) Mileage allowance may be drawn on account of such journey by road if admissible

(ii) unless such journey by road be a journey to or from the Government servant's headquarters, mileage allowance shall be calculated on the distance actually travelled, without regard to the points fixed by or under rule 129

183 Subject to any conditions which Government may by general or special order impose, a non-gazetted ministerial or menial Government servant may, for any day on which he travels by public or hired conveyance under a certificate from the head of his office that he is required to do so, exchange daily allowance for mileage allowance

184 The following conditions are applicable to a Government servant in inferior service —

(a) For a journey by railway, he may draw mileage allowance in addition to daily allowance.

(b) For a journey by sea or river steamer, he may draw travelling allowance under rule 162

(c) For a journey by road, he may exchange daily allowance for mileage allowance if the journey exceeds 20 miles or the condition of rule 183 is fulfilled.

(d) For a journey by road combined with a journey by railway or by sea or river steamer, he may draw mileage allowance limited to the amount of daily allowance unless the journey by road exceeds 20 miles except as provided in rule 183, for the road journey, in addition to the allowances admissible under Rule 134 or clause (b) of this rule

(For explanatory notes *vide* supplementary rule No 354)

185. A competent authority may permit any Government servant who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than twenty miles distant, to draw in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not, provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade

186 A competent authority may permit any Government servant who on leaving his headquarters travels on duty by a different route from that of his camp, for the purpose of carrying out urgent work in the interests of the public service, to draw, in addition to mileage allowance, the actual cost of maintaining his camp (which includes moving it), provided that a period of not less than 24 hours elapse before he reaches his camp The amount of actual cost allowed shall not exceed the daily allowance of his grade.

187 Government may, for any one or more of the following classes of journeys, allow specified Government servants to recover, in lieu of the daily allowance admissible for the days occupied by those journeys the whole necessary cost of the journey, including the cost of transportation of camp equipment, and, within the maximum scales prescribed by Government, of servants, horses, motor-cars, carriages and personal luggage.—

(i) a long tour, when an officer has to be continuously in camp for purposes of inspection, and

(ii) short tours involving journeys by road for purposes of inspection

The scales prescribed and officers specified are shown in Appendix 12

188. (a) When a competent authority is satisfied that it is in the interests of the public service that a particular Government servant on tour should send his horses, camels, motor-cars, motor-cycles, bicycles or camp equipment by railway or steamer, or by country craft when no steamer service exists capable of conveying the goods or animals or when such means of carriage is cheaper or more expeditious it may, by special order in each case, permit him to recover, in

addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them

Note 1—In the case of a motor car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass cutter may be drawn

Note 2—The term motor-cycle in this rule includes a side car

(b) Government may, by general or special order, prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under clause (a) of this rule by a particular Government servant or class of Government servants Appendix 13 shows orders issued so far In cases in which no limitations have been prescribed the matter is left to the discretion of the competent authority referred to in clause (a), up to the limits prescribed for Deputy Directors of Agriculture in Appendix 13 The competent authority should see that the number of horses and tents conveyed is strictly limited to what is necessary

(For explanatory notes see supplementary rules Nos 355—359.)

189 (a) The following provisions are applicable to—

(i) officers and men of the railway police,

(ii) any other Government servant or class of Government servants whose duties involve constant travelling by railway, to whom Government may declare them to be applicable

Note—Sub-Inspectors of Police employed exclusively on railways are allowed a permanent travelling allowance in lieu of the daily allowance admissible under this rule

(b) When such a Government servant makes a journey by railway on tour—

(i) He is entitled either to a free pass under the free pass rule of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover

(ii) If he is in receipt of permanent travelling allowance, he is entitled to draw it; but otherwise he may draw daily allowance subject to rule 177, only if he is absent from his headquarters for more than eight consecutive hours. The absence from headquarters should be calculated from the advertised time of the train starting to the actual time of the arrival of the return train

(iii) He may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this clause

(iv) If he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least five miles from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule or under rule 162, but not in addition to permanent travelling allowance, provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters for the purpose of sub-clause (b) (ii) of this rule

190 Rule 189 applies to journeys of the Superintendent, Kathiawar Agency Police, travelling on purely railway duty and of policemen employed on the several sections of the Kathiawar State Railway.

191. No railway fare is admissible for a journey by rail for which a railway warrant is issued.

Sub-Division (iii)—Travelling Allowance admissible for journeys and halts within five miles of headquarters.

192. In such cases as they deem fit, Government will, by general or special order, permit any Government servant or class of Government servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules. The existing general orders are enumerated in Appendix 14.

193. A Government servant travelling on duty within five miles of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls, if any, and fares for journeys by railway or other public conveyance.

194. On the following conditions and any other conditions which Government may think fit to impose, all Government servants in the Presidency proper and Sindh who are entitled to travelling allowance at daily rates are permitted to recover the actual cost of maintaining camp equipage during a halt at headquarters or except in the case of Government servants to whom exception 2 to rule 177 applies within five miles of headquarters or during the interval between (a) their departure from or arrival at headquarters and that of their camp equipage and (b) the engagement of camp equipage and the departure from headquarters on tour in the case of Government servants in Sindh —

(a) The amount drawn, together with any amounts recovered under rule 193, should not exceed the daily allowance of his grade

(b) The period of the halt or interval for which it is granted should not exceed twenty-one days in Sindh or ten days elsewhere. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval

(c) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-gazetted or menial servant, the head of the office must certify that such maintenance was necessary: provided that only half the actual cost is admissible when the camp equipage is used partly for the locomotion of the Government servant and partly for the locomotion of his kit

Note —Actual cost includes the cost of maintaining camp equipage hired by the month, and in the case of munshis and clerks attached to Government officers in Sindh, riding camels and horses should be treated as camp equipage for the purposes of this rule. The proviso to the rule does not apply to their case

(For explanatory notes see supplementary rules 360 and 361.)

*Sub-Section (w) —Special Rules for High Officials.**

195 When a Government servant for whom special railway accommodation is provided or who is entitled, under these rules, to reserve railway accommodation by requisition, travels in such reserved accommodation on tour —

(a) The entire cost of haulage is borne by Government except in the case of the Commissioner in Sind who is required to pay direct to the railway his own fare as well as the fares for other persons travelling with him in the reserved inspection carriage

(b) Unless it be otherwise expressly provided in this sub-section—

(i) The Government servant must pay the usual fares for any persons travelling with him in the reserved accommodation and, if Government pays full tariff rates for the reserved accommodation, such fares must be credited to Government,

(ii) If the Government servant desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense or, in the case of His Excellency the Governor from his contract allowance,

(iii) The Government servant is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance

196 Clause (b) (i) of rule 195 does not apply to His Excellency the Governor.

197 (a) A Member of the Executive Council of the Governor or a Minister, when travelling by railway on duty, is entitled without payment to—

(i) lowest class accommodation for personal servants up to a maximum number of ten, and

(ii) free carriage of all luggage for which he vouches as his personal luggage, including stores carried for consumption on tour, whether carried in the luggage van of the train to which his reserved carriage is attached or sent by any other train

(b) Freight charges for goods and for stores other than those covered by clause (a) of this rule must be met by the Member or Minister himself

198 A Member of the Executive Council of the Governor or a Minister, when travelling on tour, may recover the cost of carrying a motor car under the conditions specified in rule 188 provided that Government are satisfied that the car has been employed, for all practical purposes, only as a means of performing, in the public

* For supply of free accommodation on Railway journeys see rules in Section XXII Part IV.

interest, a journey off the line of railway In cases where the presence of his car with the Member or Minister has, apart from the advantages to Government of the particular tour or journey, saved him expense in hiring a conveyance or served his personal convenience to an appreciable extent, he must pay one-fifth of the cost of carriage

199 A Member of the Executive Council of the Governor or a Minister, when travelling on duty by road or steamer, may recover his actual travelling expenses, appending to his bill a certificate to the following effect —

“I certify that I have actually paid the amount of this bill and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or staging bungalows”

For the purpose of this rule, stores carried for consumption on tour may be treated as personal luggage

200 (a) A member of the Legislative Council who is required to leave his official head-quarters or usual place of residence for the purpose of attending a meeting of the Council or transacting business connected with his duties as a Member may draw travelling allowance on the following scale

(i) For the journeys to and from the place at which the Council meets or the business is transacted, he may draw mileage allowance at the rates admissible to a Government servant of the first grade, and

(ii) for each day of residence at such place until the close of the session or the completion of the business, he may draw a daily allowance of Rs 10 per day :

provided that a non-official Member shall draw mileage allowance under clause (a) only when first proceeding to attend a session of the Council and for his final return from the session

(b) A Member whose usual place of residence is outside the Bombay Presidency shall draw travelling allowance under clause (a) only from the place shown in Appendix 15 as the head-quarters of his constituency.

Note —The daily allowance admissible under clause (a) (ii) can be drawn by a Member for the day previous to the commencement and the day subsequent to the final closing of the session, as also for a portion of a day or for a day for which mileage allowance has been claimed, provided in the latter case he is actually *resident* at the place of meeting for at least a portion of the day for which the daily allowance had been claimed. The Members coming by sea from Sind are allowed a further concession of drawing daily allowance for the days previous and the days subsequent to the session for which they may be required to stay at the place where the Council meets, owing to the arrival and departure of the steamer a few days before or after the session as the case may be

201 A Member of the Legislative Council, being a Government servant in receipt of permanent travelling allowance, will not be entitled to the allowances specified in rule 200 unless he leaves his sphere

of duty to attend the Council or to transact business in connection with his duties as a member. When he so leaves his sphere of duty, he may draw travelling allowance as prescribed in rule 200, provided that such sum as may represent half the amount of his permanent travelling allowance for the period of absence, calculated at a proportionate daily rate, shall be deducted from his mileage and daily allowance.

202. The President of the Legislative Council when travelling by railway in a reserved first class compartment may recover the actual cost of conveying servants up to a maximum number of four at lowest class rates

203 Except where otherwise expressly provided in these rules, the amount of luggage which may be transported, free of cost, by a Government servant travelling in reserved accommodation is the amount covered by the number of tickets, which a member of the public would have to purchase in order to reserve such accommodation

Sub-Section (v) —Special rules for various other officials

Sub-Division (1)—Government Pleaders.

204 Travelling allowance to officers engaged in the conduct of the legal affairs of Government will be regulated as follows —

(1) If a District Government Pleader or Public Prosecutor is required to proceed to Bombay to assist or instruct the Public Prosecutor for the Presidency or special counsel in the prosecution in any case before the High Court or any Sessions Court, he is entitled to his actual travelling expenses to and from Bombay not exceeding two annas per mile travelled by Railway or Steamer and 6 annas per mile travelled by road, and to his actual expenses reasonably incurred for hire of conveyances whilst in Bombay.

(2) A District Government Pleader or Public Prosecutor leaving the head-quarters of his district or division on duty, for which he receives no fee in addition to his pay, is entitled to travelling allowance either at Rs 3 a day for the period of his absence from head-quarters or at the rate of 6 annas per mile travelled otherwise than by railway, and at 2 annas per mile by railway

(3) Alibag, Broach, Kaira, Bijapur and Godhra shall, for the purposes of the rules in paragraphs (1) and (2), be deemed to be the head-quarters of the districts of Kolaba, Broach, Kaira, Bijapur and the Panch Mahals, respectively provided that no travelling allowance shall be admissible under the rule in paragraph (2) for journeys on duty between any of the above places and Thana, Surat, Ahmedabad, Sholapur, and Kaira, respectively. The Public Prosecutor for the Panch Mahals is, however, as a temporary measure until accommodation at Godhra has been provided, allowed

Rs 20 travelling allowance for any day on which he starts from Broach by the express train leaving Broach at about 5-50 a.m., conducts a Sessions Case or a Criminal Appeal at Godhra, and returns to Broach on the same day by the train arriving there at about 10-30 p.m.

(4) In Sind, if the District Government Pleader and Public Prosecutor of Hyderabad, Sukkur, Larkana, Nawabshah, Thar Parkar or Upper Sind Frontier District or any of their Assistants is required to proceed to Karachi, he is entitled to his actual travelling expenses to and from Karachi not exceeding 2 annas per mile travelled by Railway or Steamer and 6 annas per mile travelled by road and to his actual expenses for hire of conveyances whilst in Karachi or elsewhere beyond his own district

(5) If either of the Pleaders referred to in paragraph (4) or their Assistants is required to leave his head-quarter station to proceed on duty to any place other than Karachi he shall be entitled to a district allowance of Rs 3 per diem for every day that he is necessarily absent from his head-quarter station, and to a travelling allowance at the rate of 2 annas per mile travelled by railway or steamer and at 6 annas per mile travelled by road. If the ordinary fee of Rs 10 per diem to these Pleaders is increased in any special case, such fee shall be deemed to include the district allowance

(6) The restriction in the definition of the term "day" that an absence from head-quarters which does not exceed twenty-four hours shall be reckoned as one day at whatever hour the absence begins or ends, as also the restriction in rule 177 do not apply to District Government Pleaders, Public Prosecutors and their Assistants

Sub-Division (ii)—Honorary Organizers of Co-operative Societies and non-official members of Divisional Boards.

205. Honorary Organizers of Co-operative Societies, who are divided into three classes, are entitled to travelling allowance at the rates mentioned below against each —

- | | |
|---|--|
| (1) Divisional Honorary Organizers. | At the rate admissible to Government servants of the First Grade |
| (2) District Honorary Organizers | At the rate admissible to Government servants of the Second Grade, daily allowance at the rate of Rs 4-8-0 |
| (3) Assistant (Taluka) Honorary Organizers. | Mileage at the rate admissible to officers of the Third Grade on pay Rs 99; daily allowance at the rate of Rs 1-8-0. |

206 Non-official members of the Divisional Boards are entitled to travelling allowances as shown below —

(i) Single second class fare for journeys by railway.

(ii) Cost of one seat in a public conveyance for road journeys of over five miles if actually incurred

SECTION X — JOURNEY OF A NEWLY APPOINTED GOVERNMENT SERVANT TO JOIN HIS FIRST POST

207 Except as otherwise provided in this section, travelling allowance is not admissible to any person for the journey to join his first post in Government service

208 A competent authority may permit any person, whether appointed to a temporary or a permanent post, to draw travelling allowance for the journey to join his first post in Government service provided that it is in the interests of Government, that the particular person should be appointed to the particular post

209 Travelling allowance on joining first appointment may be allowed to —

(1) Any person appointed to the Public Works, Medical or any other Department, in any capacity requiring technical skill or knowledge for which he has been specially trained Vaccinators (including unpaid candidate vaccinators) and compounders are "specially trained" for the purposes of this clause

(2) A Chaplain appointed to the service of Government while resident in India, from the place where he received the order of appointment

(3) Forest Apprentices

Note — In the case of a person appointed to any of the posts referred to in items (1) to (3) above, travelling allowance may be allowed from the place where he receives the order of appointment, or if he belongs to any training school or college, from such school or college, whichever will entail the less expense to Government

210 Pupils of the Subordinate Medical Service Officers' Class appointed to be Subordinate Medical Service Officers may be allowed travelling allowance for themselves and their families under rule 222 from the place at which the final examination is passed to the place to which they are appointed

Note — The note to rule 209 applies to this rule also

211 Recruits selected for the Police force may be given the following allowances —

(a) Daily allowance at the rate of 4 annas from the date of their selection by recruiting parties to the date on which they are employed on regular pay, and

(b) Where a railway journey is involved, a third class single railway fare from their places of residence to the headquarters or camp where they may be sent for acceptance by the District Superintendent of Police and for medical examination by the Civil Surgeon.

Recruits rejected by the Superintendent of Police or the Civil Surgeon will also be entitled to this *bhatta* until they reach their homes to which they will be sent immediately, as well as the railway fare for the return journey

(c) When the recruits travel with their families, the following travelling allowance is allowed in place of that specified in the preceding sub-clause.—

- | | |
|---------------------------|---|
| (1) By railway or steamer | Double fare of the lowest class |
| (2) By road or boat | Two annas a mile by road and
one anna a mile by boat |

212 When a pensioner, or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post, is reappointed to Government service, the authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India

213 When a person is appointed to a post in Government service which he cannot join except by sea, Government may grant him a free passage by sea from any part of India to any part in the Bombay Presidency

214 When a person is appointed in India to subordinate Government service in Aden, Government will, if they think fit, grant him a free passage by sea for himself and family

215 His Excellency the Governor when proceeding to join his appointment as such or retiring from the service and leaving India is entitled when travelling by railway to the following concessions—

(a) The special accommodation which he is entitled to reserve after joining his post shall, if practicable, be placed at his disposal, if so desired

(b) The charges for the haulage of the reserved accommodation will be borne by Government, and in addition he is entitled to actual travelling expenses for himself and for any members of his family travelling with him. When accompanied by his family, their number should be separately shown in the requisition against the entry "other accommodation (if any)", and the words "and that fares have been duly paid for,—first class passengers travelling in the same ^{Carriage} Compartment " in the centre foil scored out

216 When a person not already in Government service is appointed to be a Member of the Executive Council of the Governor or a Minister or a Judge of the High Court, he is entitled, when travelling by railway to join his post, to the concession described in rule 233

217 Any person appointed, while resident in Europe, by the Secretary of State in Council to Government service in India, other than a person whose case is covered by rules made by the Secretary of State in Council under sections 85 and 104 of the Act, may draw mileage allowance

for the journey to join his first post from any port in India at which, with the permission of the Secretary of State, he may disembark

218 Travelling allowance under rules 208, 209 and 212 should, except where otherwise stated, be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys

219 When mileage allowance is drawn under rules 208, 209, 210, 212 and 217, the rate admissible is, except where otherwise stated, that of the grade to which the Government servant will belong after joining his post

SECTION XI—JOURNEYS ON TRANSFER.

220. Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request or in consequence of misconduct should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise direct

221. A Government servant may draw mileage allowance at the rates prescribed in section V for a journey on transfer, including transfer from military to civil employ.

222 (a) Unless in any case it be otherwise expressly provided in these rules or in rules made under other sections of the Act, a Government servant in superior service is entitled, for a journey on transfer, to the following concessions in addition to that prescribed by rule 221 —

I —For journeys by rail or steamer

(i) He may draw one extra fare of the class to which his grade entitles him in the case of journeys by rail. In the case of journeys by steamer, officers of the first grade only may draw one extra fare of the lowest class for a second servant if certified to be taken.

(ii) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid

(iii) He may draw the actual cost of transporting by goods train, steamer or other craft personal effects up to the following maxima :—

Grade of Government servant.				Maunds
First	60
Second	30
Third	.	.	.	15

Note.—If a Government servant carries his personal effects by passenger instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train

(iv) Provided that—

- (1) the distance travelled exceeds 80 miles ,
- (2) the Government servant is travelling to join a post in which the possession of a conveyance or horse is advantageous from the point of view of his efficiency , and
- (3) conveyances or horses are actually carried by rail, steamer or other craft

he may draw the actual cost of transporting at owner's risk conveyances and horses on the following scale —

Grade of Government servant	Scale allowed
First ..	Two horses, and a carriage or motor-car or motor-cycle or ordinary cycle.
Second .	One horse, and a carriage or motor-cycle or ordinary cycle
Third .	One horse or a motor-cycle or ordinary cycle.

Note 1 —In the case of a motor car, the cost of transporting a chauffeur or cleaner and for each horse the cost of transporting one syce and one grass cutter may be drawn

Note 2 —Government have ruled that the following officers should be treated under special orders as holding posts in which the possession of a conveyance or horse is advantageous from the point of view of their efficiency —

- 1 Judicial Assistant to the Agent to the Governor, Kathuawar ,
- 2 District and Sessions Judges ;
- 3 Assistant Judges

Note 3 —The following officers of the third grade who are required to keep a conveyance for the discharge of their duties are allowed to draw the actual cost of transportation of conveyances and horses as second grade officers —

- (1) Inspectors of Police ,
- (2) Excise Inspectors and Assistant Inspectors in independent charges in the Presidency proper ,
- (3) Subordinates of the Public Works Department in charge of a sub-division

Note 4 —Officers who are transferred on duty out of India should be paid actual costs on account of all necessary expenditure incurred by them in securing passports for themselves and members of their families

Exception —A Government servant who travels by a Government steamer is not entitled, for the journey by steamer either to mileage allowance under rule 221 or to the concessions allowed by this clause. He is entitled to free transport of himself, his family, servants and their *bona fide* personal effects, and of conveyances and horses subject to the limits prescribed in sub clause (iv) , and may draw in addition the daily allowance of his grade

II.—For a journey by road

(i) He may draw one extra mileage allowance at the rate to which his grade entitles him.

(v) He may draw a second extra mileage allowance if one member of his family accompany him and a third if more than one member of his family accompany him

(u) For the transportation by the cheapest means of conveyance of personal effects within the limits prescribed in sub-clause I (iii) of this clause, he may draw mileage allowance at the following rate for each maund of goods —

(1) For journeys of five miles or less—

Bombay City and Salsette

Annas 3 for a journey up to 2 miles, 1 anna 6 pies for the 3rd mile, and 9 pies for every additional mile

Ahmedabad City and Cantonment, Surat, Bulsar, Broach City, Nadiad, Anand, Karachi City and Cantonment, Shikarpur, Sukkur, Rohri, Jacobabad, Larkana, Poona City and Cantonment, Poona Suburban Area, Ahmednagar, Goa Frontier, Aden Ports in the Persian Gulf ..

1 anna per mile

Elsewhere

6 pies per mile

Notes —(i) The rates specified for the place where a cart is hired shall apply to the whole journey when not over 5 miles

(ii) For journeys of two miles or less, mileage may be drawn as for two miles

(iii) Each separate 'cartage' of kit, e.g., from a bungalow to a railway station, shall be considered a separate journey

(2) For journeys over 5 miles—

Goa Frontier

1 anna per mile

Elsewhere

6 pies per mile

Note —Allowances claimed according to the above rates should be supported by a certificate that the actual expense incurred was not less than the sum claimed

(b) The following explanations are given of terms employed in clause (a) of this rule —

(i) The term "personal effects" is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of their transportation is reasonable

(ii) The term "motor-cycle" includes a side-car

(iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels from a place in or out of India other than the Government servant's old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less

(c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government provided they do not exceed the scale prescribed in Appendix 16. If they exceed this scale, the excess may be treated as a part of personal effects.

(d) A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

(e) A Government servant claiming the cost of transporting personal effects, a conveyance or a horse must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported.

(For explanatory notes see supplementary rules Nos 362—366.)

223 The journey performed by the Northern Frontier Force, when ordered to join the camp of the Commissioner of Customs or the Deputy Commissioner of Salt and Excise for escort duty, should be treated as a journey on transfer.

224 The journey performed by the Taluka Karkuns who are deputed annually to headquarters for comparison of Taluka and Huzur Accounts should be treated as a journey on transfer.

225 A Local Fund employé transferred to officiate in a post under Government is entitled to travelling allowance under Rule 222.

226 When a non-gazetted Government servant who claims travelling allowance under Rule 222 and who was residing with his family, is obliged to move them in consequence of his transfer to another station, he may be reimbursed the cost, even though they may not proceed to his new station, but the travelling allowance drawn must be limited to actual expenses, not exceeding the amount which would have been admissible, if the family had proceeded to the Government servant's new station.

227 When a Government servant on transfer for valid reasons carried his personal effects by road between stations connected by rail or steamer, he may be permitted by the Head of the Department to draw actual expenses up to the amount that would have been admissible if he had carried them by goods train or by steamer.

228 No allowance is admissible when horses are marched by road, whether the places are connected by rail or not. But a Government servant is entitled to reimbursement of expenditure incurred in transporting his horse across a river, if the other conditions regarding distance, etc., of Rule 222 are satisfied.

229 A Government servant on transfer cannot make claim in respect of travelling allowance on account of more than one wife

230 A female Government servant may claim travelling allowance under Rule 222 for her husband if the latter is wholly dependent on her. In other cases the claim should be referred to Government for orders

231 A Government servant who is transferred to a new station but who in the interests of the public service takes charge of the new post at his old station may claim charges for the transport of his personal effects under Rule 222 from the old to the new station

232 No travelling allowance is admissible for the family of a Government servant, who is temporarily transferred to another station to carry out a duty which is not expected to last, and does not last for more than three months (*e g*, transfer of Subordinate Medical Service Officers on fair and epidemic duties). Cases in which this rule involves hardship may be submitted to Government for orders

233. When a Government servant, appointed to be a Member of the Executive Council of the Governor, or Commissioner in Sind or a Judge of the High Court, travels by railway to join his post, he may, at his option, travel on the following terms, in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer —

(a) Any accommodation which he will be entitled under section XXII of these rules to reserve by requisition after joining his post will, if practicable, be placed at his disposal

(b) The charge for haulage of the reserved accommodation will be paid by Government.

(c) The Government servant must pay to Government the fare which he would have paid if no accommodation had been reserved and must, in addition, pay in cash to the station-master of the station from which the journey commences the fares for any members of his family accompanying him, whether they share his reserved accommodation or not. When Government pays full tariff rates for the accommodation, all such fares will be credited to Government.

234 The Government servants specified in rule 189 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fares for their families, provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under rules 220 to 222

235 Police constables, when transferred from one District to another, are entitled, if accompanied by their families, to mileage allowance at the following special rates —

(A) For a journey by railway
or steamer . Double fare of the lowest class,

(B) For a journey by road	3 annas for each mile travelled
(C) For a journey by boat	1 anna for each mile travelled

235A Menials of the Salt Department whose services are treated as superior for purposes of pension are allowed to draw mileage for journeys on transfer from one District to another notwithstanding that the journey does not exceed 20 miles, each Salt Inspector's beat or Sarkarkun's charge being treated as a "district" for the purposes of this rule

236 Except as provided for in rule 235 a Government servant in inferior service is entitled on transfer to draw travelling allowance as for a journey on tour

237 A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

Note —Inferior servants should not be transferred save in exceptional cases in which there may be special reasons for a transfer

238 A Government servant is entitled to travelling allowance under this section when leave intervenes immediately between his handing over charge of one post and taking charge of another to which he is transferred. The travelling allowance admissible is that for a journey from his old station to his new one for himself, and for such of his family and personal effects, conveyances and horses, within the prescribed limits, as he had with him at his old station and takes to his new one

239 A Government servant who takes leave while in transit from one post to another may draw travelling allowance under sub-clause I (i) and (ii) and II (i) and (ii) of rule 222 (a) for so much of the journey to join the new post as he has accomplished before the order granting his leave is received. On return from leave he may draw travelling allowance under the same sub-clauses of rule 222 (a) for himself and for such of his family as he had with him at his old and takes to his new station, for a journey from the place at which the order granting his leave was received to the station to which he is posted. His personal effects, conveyances and horses may or may not have made the journey from his old station to that to which he was in transit when he went on leave. In the former case he may draw travelling allowance under rule 222 (a) for such of them as he actually takes to the station to which he is posted for the double journey, *viz.*, from his old station to the station to which he was in transit and from the latter to the station to which he is posted. In the latter case he may draw travelling allowance for them under rule 238

240. The travelling allowance of a Government servant both when proceeding on transfer to foreign service and when

reverting to duty under Government shall be borne by the foreign employer

SECTION XII —JOURNEY TO A HILL STATION.

241 For the purposes of this section Matheran, Poona, Mahableshwar, Lonavla, Khandala, Igatpuri and Panchgani should be held as hill stations

242 The special rules contained in the Bombay Hill Allowance Code govern the grant of travelling allowance to Government servants moving to hill stations with the headquarters of Government.

243 A Government servant, other than a Government servant moving with the headquarters of Government, who travels on duty to a hill station within his sphere of duty or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government servant will, however, forfeit all claim to travelling allowance for the journey and halt, other than permanent travelling allowance, if he prolongs his stay at the hill station beyond a period of ten days or the period necessary for the performance of the duty on which the journey is made, whichever is less, but Government may by general order sanction halts in excess of ten days for particular officers or class of officers. Appendix 17 shows the list of officers who are required, by general orders of Government, to go to a hill station on duty and halt there for more than 10 days. If in any case the halt is not covered by any such general order, the Government servant's claim to travelling allowance may be preserved by the Head of a Department up to a limit of 30 days or where the Government servant concerned is himself the Head of a Department, by Government, by officially intimating that his presence was required on duty throughout the period or that he was permitted to extend the stay during holidays immediately following his period of duty.

244 Commissioners, including the Settlement Commissioner, while attending Conferences at Mahableshwar or Poona under the orders contained in Government Resolution, Revenue Department, No 12236 dated 17th December 1909, should be considered as required to attend on duty and eligible for travelling allowance under Rule 243, but exempt by general order of Government from the ten days' limit.

245 When a Government servant is permitted for his own convenience to perform his duties at a hill station, he is not entitled to daily allowance or mileage allowance for the journey to or from such station or for the period during which he halts at it. Appendix 18 gives a list of officers who are permitted for their own convenience to perform their duties at a hill station.

Note.—The travelling allowance of the establishment accompanying the officer is regulated under rule 213.

SECTION XIII — JOURNEY TO ATTEND AN EXAMINATION

246 A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds —

- (a) An obligatory departmental or language examination
- (b) An examination held under any rules in force in the vernacular language of a frontier or hill tribe
- (c) In the case of a military officer in civil employ, an examination for promotion in military rank
- (d) In the case of a Bombay Medical Service Officer or Subordinate Medical Service Officer, an examination designed to test his fitness to rise above an efficiency bar in a time-scale

Provided that—

(1) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination, and

(2) a Head of a Department may disallow travelling allowance under this rule to any candidate who, in his opinion—

(i) has culpably neglected the duty of preparing himself for an obligatory examination, or

(ii) does not display a reasonable standard of proficiency in an examination which is not obligatory

Note—(1) Rule 174 operates in the case of Government servants in receipt of permanent travelling allowance, attendance at such examinations being “duty”, but if holidays immediately follow the examination and the Government servant chooses to enjoy them before returning to his headquarters, then for the period occupied by the holidays and the return journey he can draw either permanent travelling allowance or only the mileage allowance admissible for the journey

(2) Candidates who have failed and claim travelling allowance should be required to produce a certificate for its payment from the Examination Committee

247 Government servants who are deputed from their stations to conduct examinations are entitled to the ordinary travelling allowance admissible for journeys on duty

248 A Government servant who obtains a reward for proficiency in an oriental language or who for the first time obtains a degree of honour in any language in the second division, is entitled to draw travelling allowance for the journey to and from the place of examination.

Note—The term “proficiency” here implies success in any examination in an oriental language for which a reward is admissible

249 Rule 246 applies also to the following departmental examinations which are not obligatory —

(a) The Circle Inspector’s examination in the case of revenue Karkuns

(b) The qualifying test in the case of candidates for Mamlatdar’s posts.

(c) The vernacular examination required under the rules regulating the admission into the Judicial Branch of the Bombay Civil Service in respect of acting Sub-Judges

(d) The optional vernacular examination in the case of Inspectors and Sub-Inspectors of Police and Sergeants In each case the Commissioner in Sind, the Inspector General of Police, or the Agent to the Governor-General in the States of Western India, as the case may be, will exercise the discretion vested in Heads of Departments by proviso 2 to Rule 246,

(e) Examination in Hindustani in the case of police officers, also short-hand examinations prescribed for such officers, whether held at the office of the Deputy Inspector General of Police, Criminal Investigation Department, or at their district headquarters.

(f) The departmental examinations to be passed by Government servants in the Public Works Department in order to qualify themselves for promotion.

(g) Examinations to be passed by clerks serving in the Kolhapur and Southern Maratha Country States, under the rules prescribed for the examinations of subordinates in the Revenue Department

(h) Departmental examinations prescribed by the High Court for clerks and karkuns in the Judicial Department

(i) Head Accountants' examination.

250 Travelling allowance under Rules 246, 248 and 249 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journey, except in the case of examinations in Bombay, Poona and Karachi, where daily allowance permissible as on duty may be drawn limited to the duration of the examination, provided that such sum as may represent the amount of permanent travelling allowance, if any, for that period, calculated at a proportionate daily rate, shall be deducted from the daily allowance

SECTION XIII A — JOURNEY TO ATTEND MEETING OF LOCAL OR MUNICIPAL BOARDS

251 Government servants who are required to attend meetings of Local or Municipal Boards outside their sphere of duty are entitled to claim from Government travelling allowance as for a journey on tour When an officer of the Educational Department is required to travel to a place to attend a meeting of the Local or Municipal Board in addition to the duties pertaining to his office, he is entitled to claim from Government travelling allowance as for a journey on tour even though the place is within his sphere of duty

SECTION XIII B — JOURNEYS ON EXCURSION TOURS.

252 The officers of the Bombay Veterinary College and the Agricultural College, Poona, while accompanying the students on

excursion tours should be allowed to draw travelling allowance according to the rules applying to journeys on tour. They should be allowed to take with them such menial establishment as may be necessary.

2 For the purpose of the above rule the excursions will be restricted to the following areas —

Agricultural College, Poona

Bombay Veterinary College.

- (1) Kathiawar and Palanpur
- (2) Indore, Malwa, Bhopal and Bhopawar Agencies in Central India and the districts through which it is necessary to go to get to these places
- (3) The Narbada Valley and Jubbulpore in Central Provinces including places on the line from Bina to Kutni and thence to Jubbulpore
- (4) Places on the line from Marwar Junction to Hyderabad in Rajputana
- (5) Places on and near the Nizam's State Railway from Manmad up to and including Parbhani in the Godavari Valley
- (6) Places in the Nizam's Dominions on and near the Madras Railway, up to and including Shahabad
- (7) The Southern Maratha States.
- (8) Portuguese India

Bombay Presidency, including Kathiawar and the Native States whose territory falls within the geographical limits of the Bombay Presidency.

253 Professors of Government Arts Colleges and teachers of Government secondary schools and Training Colleges who accompany parties of students on excursions and tours should be paid their actual expenses limited to the amount admissible as travelling allowance for journeys on tour.

254 Students in all educational institutions should be allowed travelling allowances as shown below at Government expense when they go on excursion tours conducted for their benefit —

(i) *Rail*—Third class single fare. If any students want to travel by a higher class, they should pay the difference.

(ii) *Steamer*—Second class single fare.

(m) *Road*—Actual expenses not exceeding the rate of mileage admissible to Government servants of the third grade

254A A teacher in Government school who accompanies and is in charge of the school team, when playing matches away from home, should be allowed travelling allowance as for a journey on tour, the whole period of the tour not to exceed the day or days of the match *plus* the additional time, if any, reasonably necessary for going to and returning from the match. Such travelling allowance should not be permitted except on a certificate from the Educational Inspector that the expenditure incurred was for the purpose indicated above. Moreover the travelling allowance should be granted for one teacher only in the case of each match.

SECTION XIV—JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE OR WHILE UNDER SUSPENSION

255 Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave or while under suspension.

256 A Government servant may draw mileage allowance for journeys undertaken on public duty of a special nature performed during leave in his official capacity, or for the purpose of passing an examination although the Government servant may be on leave on average salary for a period not exceeding four months while travelling, and during the examination.

257 Government servants employed as Honorary Organisers under the Registrar of Co-operative Societies while on leave or during vacation, with the cognisance of the Head of the Department or Office, may be granted travelling allowance not exceeding the amounts to which they would be entitled, if not on leave or vacation and performing their ordinary official functions.

258 Government may, for special reasons, permit any Government servant to draw for a journey of the kind specified in rule 255 travelling allowance as for a journey on tour.

259 When a member of the Executive Council of the Governor or a Judge of the High Court or the Commissioner in Sind travels by railway when proceeding on or returning from leave, he may travel on the terms described in rule 233.

260 A military officer in civil employ, when proceeding to the United Kingdom on leave on medical certificate or returning therefrom, is entitled to the same concessions which he would receive in military employ, provided that he is not entitled to a certificate in military Form E, which gives him the right to travel in a class of railway carriage higher than that for which he pays the fare.

In interpreting this rule either leave on average pay or leave on half average pay may be regarded as leave on medical certificate because so long as a medical certificate is obtained it is immaterial whether the

leave salary drawn is equal to average pay or half average pay, or whether a portion of any leave on average pay corresponds to the old privilege leave or not

261 Subject to the proviso in rule 260, a military sub-assistant surgeon in civil employ, when proceeding on or returning from leave of not less than six months' duration, is entitled to the same concession which he would receive if he were in military employ

262 A Military officer in civil employ being a departmental or warrant officer when proceeding on or returning from leave on medical certificate, is entitled to the same concessions which he would receive in military employ

A Military officer, who is entitled to free passage when proceeding to the United Kingdom on leave on medical certificate or returning from such leave, may be allowed a refund of passage money when the leave, taken in the first instance, is commuted into leave on medical certificate. But the concession of free passage is not admissible when leave on medical certificate is added to, and combined with, another kind of leave

Note —The concession of free passage referred to in this rule is not admissible to Warrant Officers in Civil employ proceeding on, or returning from, leave on medical certificate taken in combination with privilege leave

263 The Superintendent, Bombay Suburban Survey, may grant to members of the field staff under him, who proceed on leave to their homes, railway fare one way only, payable after their return to duty, provided their homes are situated beyond the limits of the Bombay Presidency.

264 A Government servant on joining time under F R 105 (d) may draw travelling allowance for the journey as for a journey on transfer

265 A non-gazetted Government servant in superior service on pay not exceeding Rs 400 a month, when proceeding on leave from or returning from leave to a place in the Persian Gulf to which he is posted may transport his family to or from India at Government expense, provided that this concession may be granted for the journey in each direction once only in every period of four years

266 (a) When a Government servant is compulsorily recalled to duty before the expiry of his leave, and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place where the order of recall reaches him, or, if the return journey involves travelling by sea, from the port at which he lands in India, to the station to which he is recalled. If the period by which the leave is curtailed is less than one month, the authority recalling the Government servant will decide whether mileage allowance is admissible or not

(b) If in similar circumstances he is transferred, he may in lieu of so much of the travelling allowance admissible under rule 238 as relates to himself and his family draw at his option mileage allowance from the place prescribed in clause (a) to his new station

(c) A Civil officer recalled from leave taken out of India shall be refunded the cost of his passage home and shall be provided with a return passage to India at Government expense if he has not completed either half the period of his leave by the date of leaving any place outside India on recall, or three months, whichever period is shorter

Note—*Vide* Fundamental Rule 70

SECTION XV—JOURNEY ON RETIREMENT, DISMISSAL OR TERMINATION OF EMPLOYMENT

267 Unless in any case it be otherwise expressly provided in this section, no person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service

268 Government may, for special reasons, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in rule 267

269 When a member of the Executive Council of the Governor or a Minister, or a Judge of the High Court or the Commissioner in Sind, travels by railway on retiring from the service or on proceeding to join another post after resigning office, he is entitled, if he so desire, to the concession described in rule 233

270 In such cases as they deem fit, Government will grant to any subordinate employed at Aden a free passage to India for himself and his family, on dismissal or retirement

271 A Military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity, is entitled to the same right as regards a free passage as if he were retiring from military employ

272 A person temporarily employed in Government service who has received travelling allowance for the journey to join his post, may, on the termination of his employment, be allowed to draw travelling allowance for the journey to any place, provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey. In the case of Government servants who by the nature of their duty are transferred from place to place, the travelling allowance for the return journey should be granted from the place where they were last on duty

Note—Termination of employment does not include dismissal *vide* rule 267.

273. To Government servants paid from Provincial revenues, Government may grant passages, including, if necessary, travelling expenses by rail to the port of embarkation in urgent cases where in their opinion it is very desirable that a Government servant, or the dependant of a Government servant, should leave India and

where the pecuniary circumstances of the individuals concerned are such that they are unable to leave without such assistance.

274 For Government servants paid from Provincial revenues Government may also sanction, where they think the circumstances specially warrant it, a return passage for any officer entitled to a return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement, and may also sanction an extension of an original concession in regard to free passages home for a Government servant's family.

275 Travelling Allowance under rules 268 and 272 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys

276 (i) If during his period of probation, a Chaplain is declared by a Medical Board to be permanently incapacitated for further service in India, he is entitled on retirement to a free passage to his country, provided that he has not before his retirement taken leave on medical certificate

(ii) A Chaplain appointed after 18th February 1918 who resigns his post on completion of 5 years' service after giving 6 months' notice of his wish to do so and receives a bonus of £400, should be granted a free passage if he claims it within 3 months of the determination of his service and leaves India within such time as may be directed

(iii) A Chaplain who within three years relinquishes his appointment for any cause other than certified ill-health, or is removed from it for misconduct of any kind, is not entitled to a return passage to his country and is liable to be called upon to refund the cost of his passage to India. Government may, however, waive the claim to refund in cases not involving misconduct, when satisfied that the circumstances justify the concession. A Chaplain who, having completed the period of probation, is not confirmed in his appointment is not liable to refund the cost of his passage to India

SECTION XVI—JOURNEY TO GIVE EVIDENCE OR TO LODGE A COMPLAINT OR TO GIVE INFORMATION OF AN OFFENCE OR TO ANSWER CIVIL OR CRIMINAL CHARGES

277 The following provisions apply to a Government servant in receipt of pay exceeding Rs 20 who is summoned to give evidence —

(a) in a criminal case, a case before a court martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in British India, or

(b) before a court in an Indian State or in foreign territory, provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties.—

(i) He may draw travelling allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

(ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.

(iii) If the court in which he gives evidence is situated within five miles of his headquarters and no travelling allowance is therefore admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

Note — A Government servant summoned to give evidence while on leave or vacation is entitled to the concessions described in this rule, for the journey from and to the place from which he is summoned.

2 It follows that a Government servant in receipt of Permanent Travelling Allowance draws nothing extra unless rule 174 applies. It also follows that rule 180 operates.

278 Travelling allowance as for a journey on tour is admissible to a Government servant proceeding in his official capacity to a police station to lodge a complaint or give information of an offence, but no allowance is admissible to a Government servant summoned by a Police officer to give evidence before him.

279 Travelling allowance as for a journey on tour may be allowed to Government servants for journeys performed by them for the purpose of answering civil or criminal charges brought against them in consequence of acts performed by them in the course of their official duties in which Government have decided to undertake their defence at the public cost.

280 Travelling allowance is not admissible to peons accompanying officers going to give evidence in a Court of Law.

281 Rule 277 applies also to a Government servant in foreign service provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

282 Revenue or Police Patels, village watchmen, and any Government servant in receipt of pay not exceeding Rs 20 when summoned to give evidence as in rule 277, are not entitled to draw travelling allowance but may accept such payment of expenses as the court may make.

283 A Government servant summoned to give evidence in circumstances other than those described in rule 277 or summoned for any other purpose in his private capacity, as for example, to serve as juror or assessor, is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

SECTION XVII—JOURNEY TO OBTAIN MEDICAL ADVICE

284. If, in order to obtain medical advice, a Government servant is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary, draw travelling allowance for the journey

285 If a Government servant is compelled to travel to another station in order to obtain a medical certificate in support of his application for leave, he may draw travelling allowance for the journey, but he may not draw travelling allowance for a journey to obtain the countersignature of a medical or other officer of Government on such a certificate

286 The journeys contemplated by rules 284 and 285 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice

(For explanatory note see supplementary rule No 367)

287. A probationary chaplain who is compelled to make a journey in order to obtain from a medical board the health certificate which he must produce before confirmation in Government service may draw travelling allowance for the journey

288 (a) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of muleage allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service and that he did not voluntarily ask to retire.

(b) Heads of Departments may allow actual expenses, as limited by clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension, provided that they are satisfied that the circumstances of the applicant are such as to justify the concession

289. Except as provided in rules 287 and 288, no travelling allowance is admissible for a journey undertaken in order to appear before a medical board

290 Travelling allowance under rules 284, 285, 287 and 288 (a) should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys

291 Travelling allowance at the ordinary rates may be paid to officers who are obliged to undertake a journey in order to obtain the certificate of physical fitness which is required to be attached to an application for a commission in the Indian Army Reserve of Officers. The expenditure on this account should be debited when paid to His Majesty's Government through the Controller of War Accounts

SECTION XVIII —JOURNEY IN ATTENDANCE ON AN INCAPACITATED GOVERNMENT SERVANT OR AN INSANE PATIENT

292 If a Government servant, under the advice of a civil surgeon or other medical officer of Government whose duty it is to attend him professionally, is required to travel to a presidency town or elsewhere, either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour, if not a Government servant, he shall be entitled to actual expenses

Peons and Amaldars of the Salt Department on the Northern and Portuguese Frontiers, when sent to the nearest dispensary or hospital in charge of a sick person, should be allowed daily allowance at the ordinary rates if the medical officer in charge of the dispensary certifies that it was necessary for them to remain at the dispensary or hospital in the interests of the patient

293. If a Government servant, entitled to free medical relief, is seriously ill, and the local Medical Officer in attendance is of opinion that a consultation is necessary, it is open to him to move the Surgeon General to depute another Medical Officer for the purpose of consultation, and if an officer is so deputed, Government will bear his travelling expenses

294 An overseer, nurse or other person attending on or escorting an insane patient, should, when travelling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels *plus* three-fourths of the fare of the class in which he is ordinarily entitled to travel. The Superintendent of the Mental Hospital should certify in each case that it was necessary for the patient and his attendant to travel by the particular class of carriage for which travelling allowance is claimed and give the reasons

SECTION XIX —JOURNEY ON A COURSE OF TRAINING

295 Except where it is otherwise expressly provided in this section, when a Government servant or a student not already in Government service is selected to undergo a course of training, a

competent authority may decide the scale, if any, on which he shall draw—

(a) travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place ,

(b) in the case of training at a school, college or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations , and

(c) travelling allowance for journeys during the course of training , provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training When long stays are involved travelling allowance for halts should not be sanctioned as a rule, for more than 10 days, unless the place is recognised as being one of a specially expensive character, and in that case the amount of halting allowance granted should not exceed what the officer concerned might reasonably expect to receive by way of house or local allowance if he were permanently stationed at that place

296 Probationary Deputy Superintendents of Police undergoing training at a Police Training School, who are not in Government service, may draw travelling allowance as second grade Government servants for all journeys they are required to undertake in connection with their training while at the Training School (i e, for appearing for examination, etc) and for journeys to join their appointments at the termination of the period of training, but not for joining the school on their first appointment as probationers.

297 Deputy and Assistant Deputy Educational Inspectors deputed to the Training Colleges to study modern methods of teaching, and Science Teachers deputed to attend training classes in Science may draw halting allowances for a period up to ten days.

298 Stipendiary students proceeding to join the Forest College, Dehra-Dun, should be allowed their actual travelling expenses, the class of railway fare being regulated under rule 131 by the amount of their stipend

299 (a) A Government servant deputed to a recognised training school to undergo a special training to render him more efficient in the performance of his duties may be allowed to draw the mileage allowance ordinarily admissible for journeys to and from the training school

(b) But Government servants of the Forest Department whether belonging to the superior or to the subordinate staff, deputed to attend the annual course of instruction at the Forest School at Dehra-Dun, are considered to be transferred for the public convenience from one station to another, and may draw travelling allowance accordingly for themselves but none for their families.

300 Kulkarnis who are trained in Survey at places outside their own talukas may be allowed travelling allowance at one anna

and 6 pies a mile, subject to the condition that the amount does not exceed the actual travelling expenses incurred. They may also be given a daily allowance of annas 3

301 The journeys performed by Junior Civilians, Mukhtyarkars and Circle Inspectors who proceed beyond their sphere of duty for a short course in survey training, and by Mamlatdars who leave their sphere of duty on Jamabandi audit duty should be treated as on tour

301A Subordinate Medical Service Officers deputed to undergo a course of training at the X-Ray Institute, Dehra-Dun, should be allowed travelling allowance as on tour

SECTION XX — JOURNEY TO ATTEND A DARBAR OR LEVÉE

302 A Government servant who is permitted to attend a Darbar or a Levée elsewhere than at his headquarters may draw travelling allowance for the journey as for a journey on tour

SECTION XXI — JOURNEY TO ATTEND THE INDIAN SCIENCE CONGRESS

303 A Government servant permitted to attend the meetings of the Indian Science Congress may draw the actual train fare paid of the class by which he is entitled to travel and in addition thereto the mileage allowance for the road journey at the usual rate

PART IV — TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE GOVERNMENT SERVANT TRAVELLING.

SECTION XXII — SUPPLY OF FREE ACCOMMODATION ON RAILWAY JOURNEYS

304 The provision by Government of special railway accommodation, for the exclusive use of particular Government servants, requires the sanction, in each case, of the Secretary of State in Council. Of the Government servants to whom these rules apply, such sanction has been given in the case of His Excellency the Governor in respect of the accommodation mentioned below —

One saloon and one combined cooking and dining saloon on the standard gauge, and one saloon and one combined cooking and dining saloon on the metre gauge

When for any reason his special carriage is not available, His Excellency may reserve by requisition an inspection carriage

305 Government may grant to any Government servant the general right to reserve by requisition an inspection carriage when travelling by railway on tour. Of the Government servants to whom these rules apply, such sanction has been given in the case of the Commissioner in Sind for rail journeys within his jurisdiction

306 Government may grant to any Government servant the general right to reserve by requisition an ordinary first class carriage of two compartments when travelling by railway on duty. Of the Government servants to whom these rules apply, this right has been granted to the following officials :—

- (a) Members of the Executive Council,
- (b) Ministers

307 Government may grant to any Government servant or class of Government servants the general right to reserve by requisition an ordinary first class compartment when travelling by railway on duty. Of the Government servants to whom these rules apply, this right has been granted to the following officials —

- (a) Commissioner in Sind when travelling beyond his jurisdiction,
- (b) Judges of the High Court,
- (c) The President of the Legislative Council,
- (d) Judicial Commissioner of Sind,
- (e) Additional Judicial Commissioner of Sind deputed by the Judicial Commissioner to proceed on a tour of inspection

Note —In the case of the Judges of the High Court the right has been granted by the Secretary of State

308 (a) When for any reason an inspection carriage or a first class carriage, as the case may be, is not available for the use of a Government servant empowered under rule 305 or 306, he may reserve by requisition an ordinary first class compartment

(b) Such a Government servant may, for any journey, at his option, reserve by requisition a first class compartment in lieu of an inspection or first class carriage.

309 It is open to the officers to obtain the accommodation they are entitled to by requisition or by purchase of the necessary number of tickets for cash according to their convenience. The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board. When the reserved accommodation is obtained by the purchase of a prescribed number of tickets from the railway, no further payment should be made to the Railway in compliance with this rule for other persons travelling with the officer. The sum due from the officer on this account will be deducted in his travelling allowance bill from the amount which would otherwise be payable to him as travelling allowance. The following certificate signed by the officer should be appended to his travelling allowance bill —

Certified that . persons besides myself for whom
^{full}
^{half} fares were payable by me travelled with me

310. When a Government servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

311. The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.

**SECTION XXIII—TRAVELLING ALLOWANCE ADMISSIBLE WHEN
THE WHOLE OR PART OF THE MEANS OF CONVEYANCE
IS SUPPLIED WITHOUT CHARGE**

Sub-Section (i)—Journeys by Railway.

312 The travelling allowance admissible to a Government servant who makes a journey by Railway in accommodation reserved by requisition is prescribed in sub-section (iv) of section IX and elsewhere in these rules.

313. When a Government servant is entitled to or is allowed free transit by railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by rule 189, be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

314 When a Government servant in receipt of permanent travelling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent travelling allowance for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.

315 When a Government servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

316 A Government servant travelling with a free pass or performing journey by a ballast tram, trolley or light engine on an unopened line of railway is entitled to the travelling allowance prescribed in rule 319 as limited by rule 322. The same rules regulate the grant of travelling allowance for a journey by trolley on an opened line, provided that the Government servant certifies on the travelling allowance bill that the work for which the journey was performed could not have been accomplished had the journey been made by tram, and provided the countersigning officer countersigns this certificate in token of his accepting it as correct.

Sub-Section (ii)—Journeys by Sea or River Steamer.

317. When a Government servant travels by sea or river, otherwise than on payment of passage money, in a vessel the cost of which is paid by Government or by a local fund, he may draw no travelling

allowance except the daily allowance of his grade, provided that when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them

318 When a Government servant is allowed free transit by sea or river, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

This rule does not apply to cases in which a Government servant is allowed a free pass by a steamship company without cost to Government, unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc

318A Head warders and warders in the Jail Department and Head Constables and Constables, including those of the Bombay City Police Force, when proceeding on leave, may be granted free railway and steamer tickets not oftener than once in three years to and from their homes

Sub-Section (iii)—Other Journeys.

319 Except where otherwise expressly provided in this section, when, on a journey other than a journey by railway or by sea or river steamer, a Government servant uses a means of locomotion provided at the expense of Government, a Local Fund or an Indian State, and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows —

(a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part

(b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, if the conditions of rule 182 or 183 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey, and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion

320. When a Political Officer travelling on duty in a motor car supplied by an Indian State is required to make a payment to the State for the recurring expenses of the car, it will be made by Government at a rate not exceeding 6 annas a mile quite apart from the travelling allowance of the officer which will be calculated under rule 319.

321. When a Government servant is provided with means of locomotion as in rule 319, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as Government may fix.

322 The provisions of rules 319 and 321 do not apply to—

- (a) a Government servant of the fourth grade ;
- (b) Government servants who are provided with elephants required for the conduct of professional operations and not for their private use, and
- (c) Government servants mentioned in Appendix 19

323 A Government servant who travels by a motor car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions —

(a) If he travels by the motor car more than 20 miles in one day, he may draw for the first 20 miles the mileage allowance of his grade and for the remainder of the journey three-fourths of such mileage allowance

(b) If he combines with a journey by the motor car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 20 miles or for the journey by other conveyance whichever is greater, and for the remainder of the journey three-fourths of such mileage allowance

(c) If he combines with a journey by road, whether made wholly or partly in the motor car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer in addition to the allowances admissible under clauses (a) and (b) of this rule for the journey by road

324. The chauffeur of a motor car supplied at the expense of Government, when making a journey by road on the motor car in his charge, may draw travelling allowance under the provisions of rule 319 (a) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no travelling allowance

PART V—GRANT OF TRAVELLING ALLOWANCE TO PERSONS WHO ARE NOT IN THE CIVIL SERVICE OF THE CROWN

SECTION XXIV—GOVERNMENT SERVANTS IN MILITARY EMPLOY

325 Except as provided in rule 326, the travelling allowance admissible to Government servants in military employ is governed by military regulations,

326 When a commissioned Indian military officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a Darbar or Levée at a place other than that at which he is stationed or has his residence, Government will grant him travelling allowance for the journey subject to the following limits :—

(a) For the journey from his station or place of residence to the place at which the Darbar or Levée is held and thence back to his starting point, single railway and steamer fares actually paid, and actual travelling expenses for journeys by road subject to the maximum admissible to a Government servant of the first grade

(b) For halts at the place at which the Darbar or Levée is held, a daily allowance of Rs 4½

SECTION XXV —OTHER PERSONS.

327 An Honorary Magistrate, not being a Government servant, may, when employed on Government work under the orders of a District Magistrate or a Sub-Divisional Officer at a distance exceeding five miles from his headquarters, or when the Bench which he attends is situated at a similar distance from his residence, draw for journeys by railway one and ¾ths second class fare and for journeys by road the mileage allowance admissible to Government servants of the second grade. When similarly employed he may draw daily allowance at Rs 4½ subject to the conditions applicable in case of Government servants on tour.

328. (a) When any person, not being a Government servant, is required to attend any meeting of a commission of inquiry or of a Board, conference, committee or departmental inquiry convened under proper authority, or is required to perform any public duties in an honorary capacity, a competent authority may grant him, subject to any restrictions imposed by Government, travelling allowance for the journey calculated under the ordinary rules for the journey of a Government servant on tour, and for this purpose may, with due regard to such person's position in life, declare, by general or special order, the grade to which he shall be considered to belong.

(b) In a case of the kind contemplated by clause (a) of this rule, a competent authority may in its discretion grant to the person concerned his actual travelling, hotel and carriage expenses instead of travelling allowance under that clause if it considers that such allowance would be inadequate.

PART VI —CONTROLLING OFFICERS.

SECTION XXVI —SIGNATURE ON TRAVELLING ALLOWANCE BILLS

329 Government will declare what authority shall be the controlling officer for travelling allowance purposes of each Government servant or class of Government servants and may declare that any particular

Government servant shall be his own controlling authority The orders hitherto issued are contained in Appendix 20

Note—The travelling expenses of His Excellency the Governor and of his household are paid out of the contract allowance for household charges

330 Except as provided in rule 331, no bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it

(For Explanatory Note see Supplementary Rule No 368.)

331 The following classes of Government servants may present bills for travelling allowance without the countersignature of the controlling officer —

(a) Chaplains, provided that the bill is accompanied by the order authorising the journey, of—

(i) the Bishop or Commissary of the diocese, in the case of a chaplain of the Church of England, or

(ii) the Presidency Senior Chaplain, in the case of a chaplain of the Church of Scotland

(b) Non-gazetted Government servants, provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment

332 Excepting the Commissioner in Sind, no controlling authority may delegate to a subordinate his duty of countersignature

(For Explanatory Note see Supplementary Rule No 369)

SECTION XXVII —DUTIES AND POWERS

333. It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill —

(a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration,

(b) to scrutinise carefully the distances entered in travelling allowance bills,

(c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable; and to disallow any claim which in his opinion does not fulfil this condition, and

(d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance.

SECTION XXVII —GENERAL RULES REGARDING PASSAGES.

334 For the rules regulating the grant of Passages to Civil personnel of British Domicile engaged for service in India, the rates of passage allowance, and other orders relating to the subject, see Supplement V at the end of this Manual

335. Deleted

336 Deleted

337. Deleted

338 Deleted.

Explanatory Notes (Travelling Allowance Rules).

Explanatory Notes under No 127 of the Supplementary Rules under Fundamental Rule 44

339 When a journey between two stations can be performed by two routes one of which is authorised, travelling allowance by the other route may be allowed provided it is the cheaper

340. Government servants travelling *via* Bombay may proceed to and leave from the Victoria Terminus, Colaba, or other local stations, but in cases where the concession described below is admissible, travelling allowance will be allowed as if the journey had been performed *via* Dadar —

“Passengers booked through from the B B & C I Railway and its connected Railways, to stations on the G I P Railway and its connected lines *via* Dadar and *vice versa*, have the option of travelling to Bombay, and changing from one line to the other without extra charge, except that passengers booked through, from stations Virar to Mahim inclusive on the B B. & C I Railway, to stations Matunga to Kalyan inclusive on the G I P Railway and *vice versa*, must change at Dadar The duty of scrutinizing the bills with special reference to this sub-rule is laid on the controlling officers ”

341 Government servants may use the land route for journeys between Bombay and Karachi during the monsoon, as the land route is then more convenient

The period from the 1st June to the 8th October is considered as the monsoon period in this connection

342 Bills for journeys made by Members of the Legislative Council by rail to and from Sind for the purpose of meetings of the Council whether during the monsoon or otherwise should be passed in audit

343. Government servants proceeding on duty from Karachi to Larkana may be permitted to travel by the route *via* Rohri and Sukkur, provided they do not halt at Sukkur longer than is necessary for them to catch the first tram from Sukkur to Larkana and that they reach Larkana sooner than they would have done, had they travelled by the more direct but slower route.

344 The Superintending Engineer, Central Division, and any members of his establishment are authorised to travel to and from any part of the East or West Khandesh and Nasik Districts *via* Kalyan, provided that the journeys so undertaken are in the interests of public service and time is thereby saved.

345 The direct route between Poona and Mahableshwar should be considered as the "shortest route" when a motor car is actually used, otherwise the shortest route should be held to be that *via* Wathar

Explanatory Note under No 132 of the Supplementary Rules under Fundamental Rule 44

346 Members of the Abkari Establishment employed in preventing the smuggling of liquor by railway in the City of Bombay are provided with season tickets

Explanatory Notes under No 161 of the Supplementary Rules under Fundamental Rule 44

347 When a Government servant travels by a special means of conveyance without orders from a superior authority and claims travelling allowance under this rule, the claim should be admitted only with the special sanction of Government

348 The words "actual cost of travelling" in this rule include the cost of moving baggage which a Government servant cannot take with him when travelling by the special means of conveyance, such as a pony, and for which he is thus compelled to hire other means of conveyance

349 The Audit Officer should report for the orders of Government any case in which the concession allowed by supplementary rule 161 under Fundamental Rule 44 appears to have been improperly granted

Explanatory Notes under No 170 of the Supplementary Rules under Fundamental Rule 44

350. Registration officers travelling for registration purposes to private residences should not charge Government travelling allowance. Such expenses must be met by the parties concerned

351. Charges on account of travelling allowance to a Medical Officer for a journey performed for the purpose of giving a medical certificate should be borne by the Government servant in whose interest the journey is performed

Explanatory Notes under No 178 of the Supplementary Rules under Fundamental Rule 44.

352 An officer who takes Casual Leave when on tour is not entitled to draw daily allowance during such leave

353 In accordance with the definition of the term "day" an absence from headquarters which does not exceed 24 hours though it may begin and end in different calendar days is reckoned as one day for the purposes of travelling allowance. For such an absence a Government servant is restricted to one day's daily allowance which may be exchanged for mileage allowance by road, railway or steamer. When a Government servant leaves his headquarters on one day and returns the next day and claims daily allowance for more than one day, the hours of departure from, and of return to, headquarters must be given

A Government servant who, during the course of his tour, returns temporarily to headquarters on Sunday or a public holiday to attend to his private business, is not entitled to draw daily allowance for the day or days spent at headquarters, as daily allowance is not admissible for any day, whether Sunday or a holiday, unless the Government servant is actually and not merely constructively in camp.

Explanatory Note under No 184 of the Supplementary Rules under Fundamental Rule 44

354 Peons are ordinarily expected to walk and are not entitled to boat-hire if they adopt this means of transit for their convenience. Those peons on the three southern talukas of Kolaba who may, in order to save time, be ordered to proceed by boat to the headquarters offices of the Collectorate at Alibag, may, however, be allowed boat fares within a limit of four annas per man for each trip

Explanatory Notes under No 188 of the Supplementary Rules under Fundamental Rule 44

355 Rule 188 is intended to meet the more or less exceptional case of a Government servant requiring, for the discharge of his official duties, to make use of his horses or camp equipment in one place, immediately or very shortly after having had to use them in the public service in another place, and who is, therefore, obliged, in the interests of the public service, to convey them by railway or steamer. It is only, therefore, when it is shown that public interests would suffer, if a Government servant sent on his horses or camp equipment by road or country cart, instead of despatching them by the quickest means at his command, that the cost of their conveyance by rail or steamer will be sanctioned. It also follows that the concession will not be made to a Government servant who sends forward his horses in order to avoid the expense of hiring the means of conveyance on a journey for which he draws travelling allowance

for that is the very charge, which the travelling allowance is, in such a case, meant to defray. Nor can the rule be applied to meet the charges for conveyance to the Government servant's station of a horse or of equipment, purchased from a place at a distance.

356 The concession under rule 188 cannot be allowed to a Government servant who takes his motor car on tour merely with the object of using it for station work in order to avoid the expense of hiring conveyances. Government do not think it desirable to lay down definite rules for the guidance of their officers in deciding claims to the concessions. The cases should be decided on their merits, i.e., a Government servant might reasonably be expected to send his motor car by road for a distance of about 30 miles but not for a distance of 100 miles, whether starting on, or returning from, tour.

357. Personal luggage is not included in camp equipment. Claims on account of the cost of conveying office tents and office furniture should not be passed as they are payable from the office contingent grant.

358 No officer should be allowed to recover the cost of the carriage of a horse-drawn vehicle under this rule.

359 Charges for the carriage by rail or steamer of personal effects, horses, etc., should ordinarily be supported by railway or steamer company's receipts. In exceptional cases, however, personal certificates of payment may, at the discretion of the Audit Officer, be accepted when such a course appears advisable. In the case of Deputy Inspectors General of Police, Northern and Southern Ranges, the Audit Officer may accept a receipt for the charge on account of a waggon as a voucher in support of the railway freight, recoverable from Government, which should be taken to be three-fourths of the cost of the waggon.

Explanatory Notes under No. 194 of the Supplementary Rules under Fundamental Rule 44.

360 Government servants who take casual leave in the course of a halt at headquarters or on tour may be allowed to draw the actual expenses under rule 194 of keeping camp equipage either at their headquarters or at a place other than headquarters, during the halt, inclusive of the leave, provided it is necessary for them to do so in the interest of the public service.

361 The actual cost of keeping up camp equipage during halts at headquarters is the difference between the actual outlay incurred by a Government servant in maintaining the equipage during that time and the outlay he would incur if he could discharge it and have nothing to do with it till he wanted it again. Interest on capital outlay and charges on account of depreciation and repairs as well as the upkeep of horses, palkies, etc., used only for the conveyance of the Government servant on his marches, cannot be reckoned in "actual cost" of keeping up camp equipage. The cost of maintaining private conveyance of any sort should not be included in the computation of "actual cost".

*Explanatory Notes under No 222 of the Supplementary Rules
under Fundamental Rule 44*

362 Cash receipts granted in connection with the transport of personal effects of Government servants on transfer should be properly filled in by the Station Staff on form S N No 43 and the particulars in the different columns of the forms should be correctly and legibly filled in. The receipts should invariably show whether the goods were booked by goods or passenger train

363. Charges on account of the hire of horse boxes when horses are conveyed by steamer, and lighterage, wharfage and other charges which are incidental and unavoidable should be admitted in audit as they form practically part of the cost of transport

364 Charges for the conveyance by rail or by steamer of horses should ordinarily be supported by railway or steamer receipts. In cases, however, where receipts are not forthcoming, the audit officer may, at his discretion, accept a certificate of payment from the preferring officer, when such a course appears to him advisable

365. The head of the office and not the audit office is responsible for the accuracy of the claim for travelling allowance

366 The charges for the transport of personal effects of a Government servant on transfer allowed by supplementary rule 222 may be admitted in audit if they do not, for good and sufficient reasons, accompany him but are carried within a reasonable time before or after the date of his journey on transfer

*Explanatory Note under No. 286 of the Supplementary Rules under
Fundamental Rule 44*

367 Controlling officers must take care that undue advantage is not taken of the privilege accorded by rules 284 and 285. If the absence of the invalid Government servant from his station be prolonged, he should be required to take leave on Medical Certificate

*Explanatory Note under No 330 of the Supplementary Rules under
Fundamental Rule 44*

368 The controlling officer should see that the nature of the public duty is briefly but definitely stated in the column headed "Purpose of journey" on the travelling allowance bill. The term "On public duty" is too vague and applies equally to all Government servants on all occasions. Something like the following—"Inspection," "Examination of Record," "Local Investigation," etc, etc, should be stated in order to indicate the nature of the public duty that necessitated the journey.

*Explanatory Note under No 332 of the Supplementary Rules under
Fundamental Rule 44*

369 The signature of the Personal Assistant should be regarded as the signature of the controlling officer. In this case there is no question of delegating power. The power is exercised by the controlling officer himself; and his Personal Assistant is not a subordinate authority to whom he can re-delegate any power vested in him, but is merely a member of his establishment who disposes of business in accordance with the traditions and rules of the office.

Note 1—The officers mentioned in the list given below should be held eligible to countersign Travelling Allowance bills as Personal Assistants to the Controlling officers mentioned against their names.

Note 2—During the absence of a District Judge from his headquarters, the Senior Assistant Judge, or when there is no Assistant Judge, the First Class Subordinate Judge in charge of the Sadar station, should be held eligible to countersign as Personal Assistant to the District Judge.

Note 3—Such of the Deputy Superintendents of Police as may be in charge of the offices of the District Superintendents of Police in addition to their own sub-divisions should also be held eligible to countersign as Personal Assistants to the District Superintendents of Police.

Designation of the Officer

Controlling Officer

GENERAL DEPARTMENT

Personal Assistant to Surgeon General with the Government of Bombay	Surgeon General with the Government of Bombay
Deputy Director of Public Instruction	Director of Public Instruction
Personal Assistant to the Educational Inspector, Northern Division	Educational Inspector, Northern Division
Personal Assistant to the Educational Inspector, Central Division	Educational Inspector, Central Division
Personal Assistant to the Educational Inspector, Bombay Division	Educational Inspector, Bombay Division
Personal Assistant to the Educational Inspector in Sind	Educational Inspector in Sind

REVENUE DEPARTMENT

Personal Assistant to the Commissioner in Sind	Commissioner in Sind
Personal Assistant to the Director of Agriculture.	Director of Agriculture
Deputy Superintendent, Civil Veterinary Department, Bombay Presidency	Superintendent, Civil Veterinary Department, Bombay Presidency
Personal Assistant to the Registrar of Co-operative Societies	Registrar of Co-operative Societies
Deputy Commissioner of Excise	Commissioner of Excise
Deputy Superintendent of Salt and Excise, Karachi, and Personal Assistant to the Superintendent of Salt and Excise, Sind	Superintendent of Salt and Excise, Sind
Personal Assistant to the Chief Conservator of Forests, Bombay Presidency	Chief Conservator of Forests
Personal Assistant to the Collector of Karachi	Collector of Karachi
Personal Assistant to the Collector of Ahmedabad	Collector of Ahmedabad

Personal Assistant to the Collector of Kaira	Collector of Kaira
Personal Assistant to the Collector of the Panch Mahals	Collector of the Panch Mahals
Personal Assistant to the Collector of Thana	Collector of Thana
Personal Assistant to the Collector of Poona	Collector of Poona
Personal Assistant to the Collector of Satara	Collector of Satara

POLITICAL DEPARTMENT

(1) First Assistant Political Resident	}	Political Resident, Aden
(2) Second Assistant Political Resident		
Huzur Deputy Political Agent		Political Agent, Mahi Kantha

HOME DEPARTMENT

Personal Assistant to Inspector General of Police	Inspector-General of Police
Personal Assistant to Deputy Inspector General of Police, Criminal Investigation Department	Deputy Inspector General of Police, Criminal Investigation Department
The Superintendent, Sind Criminal Investigation Department, and Personal Assistant to the Deputy Inspector General of Police for Sind	Deputy Inspector General of Police for Sind
Deputy Commissioner of Police for the Port of Bombay	Commissioner of Police, Bombay

(G R, F D, No 3794 dated 18th January 1926)

Explanatory Notes (General)

370 The travelling allowance of a Government servant who is promoted or reverted with retrospective effect should not be revised except when a notification implies a change of duties. In the case of all bills audited before the notification appears, the Audit Officer should be guided by the facts known *officially* at the time, but in the case of travelling allowance bills not presented or audited before the promotion is gazetted, the Audit Officer may recognize the retrospective effect of the notification.

371 Hours of journeys should be entered in travelling allowance bills in the manner followed in railway time tables, *i e*, running from 0 to 24. Thus 7 a m should be denoted by the figure 7, 12 noon by 12, 8 p m by 20, and so on.

372 The responsibility for not drawing travelling allowance twice for the same journey lies *primarily* on the drawing officer himself, who, if he keeps proper office copies, should be able to satisfy himself that no claim is preferred twice, and *secondly*, on the controlling officer, who should satisfy himself that he has not already passed a prior claim for the same journey. To discharge this duty satisfactorily controlling officers

should maintain a manuscript register of bills passed by them containing information on the following points in respect of each bill :—

- (1) month of claim,
- (2) district,
- (3) name of person for whom travelling allowance is claimed,
- (4) dates of journey

Note—These orders do not apply to the Public Works Department where in every district the journeys of each man are to be recorded in a travelling allowance form for the calendar month which is submitted to the Executive or Superintending Engineer, as the case may be, for examination and approval of the claims

373 (a) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the officer has been transferred for the public convenience

(b) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a)

374 Administrative Departments of the Secretariat should report to the Finance Department any representations made by the Accountant General with reference to the orders issued by them in the matter of travelling allowance and any measures taken by them in consequence of such representations

**Calculation of standard rent in the case of residences acquired
or constructed by Government.**

F. R. 45 (b), note (ii).

375. The rates of interest to be adopted for assessing the standard rent of residences should be as under :—

Date of acquisition or construction of the residence	Rate of interest	
	Buildings occupied on or before 19th June 1922.	Buildings occupied after 19th June 1922
	Per cent	Per cent.
Before 1st April 1919	3½	4
1st April 1919 to 31st July 1921	3½	5
1st August 1921 to 31st December 1921	3½	6
From 1st January 1922 until further orders ..	6	6

Note—The date of construction referred to in column 1 of the above table should be taken as the date on which the accounts of the estimates for the construction of the residences are closed

376 The standard rent should include a provision of 1 per cent for ordinary and ½ per cent for special repairs to be calculated on the capital cost exclusive of the cost or assessed value of the land, this percentage being slightly varied in those cases where it may be found to be insufficient. The cost of land, actual or assessed, should also be taken into account in all cases where a residence has been acquired or constructed on or after 1st January 1922 or where a building previously in Government occupation and converted into a residence has been occupied as a residence, for the first time, on or after that date

377 In respect of expenditure on additions and alterations to residences, the interest should be calculated at the rate applicable on the date on which the accounts of the estimates for the additions or alterations are closed

Partial allotment of bungalows. F. R. 45 (d) (u).

378. Officers supplied with Government bungalows may, in special cases, be permitted by Government to surrender them for a continuous period of not less than six months. An officer may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in the residence when both the conditions specified below are fulfilled —

(1) the temporary incumbent does not require the residence and is exempted from payment of the rent thereof, and

(2) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

Subsidiary rent for water supply, sanitary, heating and electric installations, furniture and other amenities.

F. R. 45 (f).

379. The rates of interest to be adopted in calculating the rent of water supply, sanitary, heating and electric installations should be the same as those for calculating the rents of buildings proper. The rent should also include an aggregate provision of 6 per cent for repairs and depreciation.

380. The rent for furniture, if that is supplied and is of a solid type, should be calculated at the rate of 10 per cent of capital cost.

381. The provision of amenities in connection with official residences such as gardens, tennis courts, cow-sheds, fowl houses, etc., is not usually admissible at the expense of the State except in the cases of bungalows which are reserved for Honourable Members and Ministers wherein the provision of such amenities as tennis courts is admissible. Where the amenities are provided, with the approval of Government, rent should be separately fixed therefor. The rate of interest to be adopted for calculating the rent should be the same as that in the case of the residence proper, and the rent should also include a provision for the actual maintenance charges.

Note—Cases of real hardship caused by the subsidiary rent for amenities referred to above exceeding 5 per cent of the emoluments of officers will be considered by Government on their merits.

381A. Fundamental Rule 45 applies to Government servants on leave. In such cases the officers on leave are liable for the full assessed rent subject to the 10 per cent limit.

Note—A Government servant who goes on leave other than leave on average pay not exceeding four months, should be held to have ceased to be in occupation of the building from the date of commencement of such leave, unless for any reason the Local Government decides otherwise.

(G of I, F D, Nos F 259-C S R —24 dated 3rd January 1925 and F 198-C S R —25 dated 21st August 1925, G R, F D, Nos 3761 dated 16th January 1925 and 3761 dated 11th September 1925)

381B. Fundamental Rule 45 applies only to residences leased, acquired or constructed at the expense of a Local Government (including the Central Government in that capacity) and supplied by it to an officer under its administrative control. It does not apply to residences belonging to one Government and supplied to an officer under the administrative control of another Government.

(G R, F D, No F 233-C S R dated 30th July 1925, G R, F D, No 3761 dated 24th August 1925)

Grant and Acceptance of Honoraria and Fees. F. R. 47.

382. Subject to the conditions prescribed in rules 383 to 392 competent authority may sanction the grant of an honorarium from general revenues to a Government servant under its administrative control, or

the acceptance by such a Government servant of an honorarium or a fee from a source other than general revenues No Government servant may accept an honorarium or fee without such sanction

383 The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given The maximum fee permitted by any rule is not to be given in cases in which any smaller fee would be fair and sufficient

Note 1—The grant of honoraria to Government servants of the Customs Department at Bombay and Karachi for work done on Sundays, holidays and overtime on ordinary working days in connection with the landing and shipping of goods is regulated by the rules in the notifications of the Commissioner of Customs, Salt and Excise and of the Commissioner in Sind, Nos 207 * dated 1st October 1920, and 853 † dated 11th October 1920 The grant of honoraria to Government servants of the Salt Department is regulated by the rules in Government Notification, Revenue Department, No 1465‡ dated 21st February 1905

Note 2—Health Officers and their staff are granted fees equal to one-thirtieth of a month's pay for each Sunday or close holiday or part of it on which they are unavoidably required to perform inspection work whether for plague, jigger, sleeping sickness or any other disease For calculating fees the allowance of Rs 100 received by the Port Health Officer, Bombay, for medical inspection of pilgrims and the allowance of Rs 150 received by the Port Health Officer, Aden, for inspection of vessels at night should not be included in the term "month's pay" The fees are to be given only in cases in which no compensatory holiday has been granted The Health Officer of the Port of Aden is allowed a fee of Rs 5 for each bill of health given by him between sunset and sunrise to vessels other than Mail Steamers subject to a maximum of Rs 150 in any one month

Note 3—The Shipping Master and his Deputy are allowed a fee of Rs 20 each for work afloat on Sundays and close holidays

384. A clerk on the establishment of the Shipping Master, Bombay, may be allowed a fee of Rs 3 per visit when he accompanies the Shipping Master or the Deputy Shipping Master who visits ships in the harbour on duty outside office hours except on Sundays and close holidays

385 The Superintendent and Inspectors of the Customs Preventive Service at Karachi are allowed an honorarium of Rs. 5 each for patrol work at night or on Sundays and close holidays

386 Vaccinators are allowed to accept a fee of Rs 3 for instructing candidates for L C P & S Examination in vaccination

387 When the service rendered falls within the scope of the ordinary duties of the Government servant performing it, the test of exceptional merit prescribed in Fundamental Rule 46 must be very strictly applied

Note—Private tuition of wards of estates under the Court of Wards is not within the ordinary duties of members of the Educational Department

388. An honorarium shall not be given under Fundamental Rule 46 for superintending an examination rendered compulsory on persons belonging to the public service, or any other non-compulsory examination the conduct of which comes within the ordinary duties of the Government servant or servants conducting them But an honorarium may be

*Printed at pages 2730 to 2733 of Part I of the *Bombay Government Gazette* dated 7th October 1920

†Printed at pages 1987 and 1988 of Part I of the *Sind Official Gazette* dated 14th October 1920

‡Printed at pages 192 to 194 of the *Bombay Government Gazette* dated 23rd February 1905

granted to a Government servant superintending an examination of candidates for admission to the public service or any other examination the conduct of which is declared by a head of a department authorised to hold such examination not to come within the ordinary duties of the Government servant or servants conducting them. If fees are levied from the candidates appearing at an examination and the amount of such fees is sufficient to cover the honoraria of the examiners, a head of a department authorised to hold the examination may sanction the grant of honoraria irrespective of the limit of his financial powers.

389 Sanction must not be given to the acceptance of an honorarium or fee from a source other than general revenues unless the work for which it is offered has been undertaken with the knowledge and sanction of a competent authority, who must certify that its performance will involve no detriment to the official duties of the Government servant performing it.

390 When an honorarium or fee is paid from a source other than general revenues for work done by a Government servant during time which would otherwise be spent in the performance of official duties, the honorarium or fee must be credited to general revenues, provided that a competent authority may, for special reasons which should be recorded, direct that the whole or any part of it may be paid to the Government servant.

391 When Government servants are appointed to conduct inspections on behalf of the University, the conditions of supplementary rule 389 must be applied. But if these conditions admit of the grant of a fee, there will be no objection to the fee being retained by the Government servants concerned, instead of being credited to Government, and to its amount being determined by the University Authorities subject to a maximum of Rs 500 for each year.

Note —No person within the scope of whose ordinary official duties the inspection of a college clearly falls should receive special payment for undertaking inspections on behalf of the Syndicate, but, on the other hand, any person, official or non-official, of whom this cannot be said, should be remunerated for inspection duty.

392 When a Government servant of an educational service is permitted to receive fees for private tuition, the financial limits of the powers of sanction accorded to a competent authority shall be considered to apply to the total amount of fees to be accepted by such Government servant during any particular scholastic term or vacation.

393 Government servants who are appointed examiners for the drawing examinations of High Schools may accept fees in accordance with the following scale —

Specimen works	6 annas per paper.
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Paper Examination.

Geometry and perspective	8 annas per paper
Free hand and model drawing 4 annas

394 Government servants who are appointed examiners for High and Middle School Scholarship Examinations are entitled to fees at the rate of Rs 15 for each examiner, with Rs 5 additional for the President

395 Government servants who set the question papers and value answer papers for the Higher Standard and Qualifying and Departmental Examinations and for the examination of candidates at the Police Training School, Nasik, should be granted fees on the following scale .—

Rs 40 for setting a question paper

Annas 12 for marking a paper .

396 A general sanction is accorded to the acceptance of fees by Government servants appointed as examiners by the Bombay University authorities in accordance with the scale laid down in Government Resolution, Educational Department, No. 3594 dated 8th December 1915

397. A general sanction is accorded to the acceptance of fees by Government servants appointed as examiners for the Government Diploma in Co-operative Accountancy in accordance with the scale prescribed by Government

398 No Government servant may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any judicial or executive post which he may be holding.

399 A Government servant called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court

400. Fundamental Rule 46 and these supplementary rules do not apply to retired Government servants in receipt of pension or to the law officers of Government The sanction of Government is, however, required to the payment of a large and exceptional remuneration from the funds of a ward's estate to a Government servant retired from service

401. A military officer in civil employ, or a civil officer, who may be appointed President of a Committee for the examination of military officers in Hindustani is entitled to the same fees as are admissible under the Army Regulations to military officers for the performance of similar duties

402 A military officer in civil employ, or a civil officer, who may be appointed to conduct an examination of military officers in any language, is entitled to the same fees as are admissible, under the Army Regulations, to military officers for the performance of similar duties, provided that the amount of fees does not exceed the limit of Rs 500 in any case

(Govt of India, Department of Education and Health, No 31 dated 2nd November 1922, Government Resolution, Finance Department, No 1604 dated 13th November 1922)

403 High Court Judges should not accept fees for conducting examinations, as it is not desirable that they should undertake, for remuneration, work in addition to their duties as Judges

404 As an exception to the rule that Wards' estates are entitled to the gratuitous advice and services of Government officers, Government may, in exceptional and casual cases, authorize the payment of honoraria or fees from the funds of such estates to their employees

APPENDICES TO CHAPTER V

Appendix 1 referred to in Supplementary Rule 109.

Government servant or class of Government servants	Grade under Supplementary Rule No 108	Higher grade sanctioned
Mr C Hollman, Works Manager, Central Store and Workshops, Dapuri	Second	First
Apprentice Engineers, Bombay Engineering Service	Third	Second

Appendix 2 referred to in Supplementary Rule 114.

List of permanent monthly travelling allowances

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance
	<i>Excise</i>	Rs
1	Commissioner of Excise	200 (temporarily increased to Rs 250)
2	All Superintendents of Excise in charge of Sub-Divisions	125 (temporarily increased to Rs 175)
2A	Superintendent, Salt and Excise, Sind	175
	<i>Salt</i>	
3	Superintendent of Salt Revenue, Goa Frontier and Kanara	200
4	Superintendent of Salt Revenue, Northern Frontier, Kharaghoda	150 (temporarily increased to Rs 175)
5	All other Superintendents of Salt Revenue in charge of Ranges	125 (temporarily increased to Rs 175)
	<i>Land Revenue</i>	
6	Superintendents of Land Records, Presidency proper	125 (do to Rs 225 if held by a member of the ICS and Rs 150 if held by a Provincial Service Officer)
7	Superintendent of Land Records, Sind	125 (temporarily increased to Rs 175)
8	Manager, Encumbered Estates, Sind	200 if ICS (do to Rs 250) 100 if Provincial (do to Rs 175)
9	Assistant Collectors employed as Forest Settlement Officers in Sind	200
10	Assistant Collectors employed as Forest Settlement Officers in the Presidency proper any allowance the Local Government may grant to a maximum of	150
11	Deputy Managers, Encumbered Estates in Sind	75 (temporarily increased to Rs 100)
12	Sherstedars of Assistant and Deputy Collectors	15 (do to Rs 22)
13	Sherstedars of Forest Settlement Officers	15
14	Surveyors in Sind for seven months in the year during the working season	15
15	Divisional Tapedars, Supervising Tapedars and Tapedars in Sind	12
16	Overseers under the Manager, Encumbered Estates in Sind	12
17	Karkuns of Assistant and Deputy Collectors	10 (temporarily increased to Rs 15)
18	Karkuns of Forest Settlement Officers	10
19	Head Karkun on the Boundary Mark Inspecting Establishment attached to the office of the Talukdari Settlement Officer, Ahmedabad	10 (do to Rs 15)
20	Kotars in Sind	10

No. of entries	Designation of Officer	Rate of permanent monthly travelling allowance
<i>Land Revenue—contd</i>		Rs
21	Measurer Circle Inspectors when their sphere of duty extends over more than two talukas	12
22	Measurer Circle Inspectors when their sphere of duty extends over one or two talukas	10 (temporarily increased to Rs 15).
23	Circle Inspectors	7 (temporarily increased to Rs 15)
24	Bandh karlun for Talul dari Estates	6 (temporarily raised to Rs 10)
25	Peons of Surveyors in Sind for seven months in the year during the working season	2
<i>Forests</i>		
26	Conservators and Deputy Conservator of Forests in charge of Circles	250
27	Divisional Forest Officers (Indian Forest Service)	210
28	Officers of the Indian Forest Service (other than those at serial No 27) who have passed a Vernacular Language Examination and have to spend a large part of the year on tour	210
29	Divisional Forest Officers (Provincial)	150
30	Extra Assistant or Probationary Extra Assistant Conservators of Forests in charge of sub-divisions or ranges	100
30A	Provincial Assistants to Divisional Forest Officers, Provincial Forest Officers in charge of ranges	100
31	Deputy or Foresters in charge of ranges	70 in the Presidency proper 15 in Sind
32	Probationers for admission to the Foresters' course at the Forest Research Institute and College, Dehra Dun, or Combaratore during the term of practical training	25
33	Clerks of the Divisional Forest Office, Surat, while touring in the Dangs, in addition to the ordinary travelling allowance	5
34	Extra Assistant Conservator of Forests in charge of the Surat Sub-division	Travelling allowance at the rate of Rs 1 per day for every day spent on duty in the Dangs in addition to the permanent travelling allowance
34A	Forest—Surveyors	20 in the Presidency proper 30 in Sind
<i>Registration</i>		
35	Inspectors of Registration in the Presidency proper	125
36	Inspector of Registration, Sind	150
37	Clerks to the Inspector of Registration, Sind	40
38	Clerks to the Inspectors of Registration in the Presidency proper	30

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance
	<i>General Administration</i>	Rs
39	Commissioner in Sind on condition that he maintains a motor car at his own expense	500 (otherwise the allowance to be reduced to Rs 250)
40	Commissioner of Divisions	200 (temporarily raised to Rs 250)
41	Personal Assistant to the Commissioner in Sind	200 (do to Rs 250)
42	Collector, Thar Parkar	175 (do to Rs 245)
43	Other Collectors in Sind, Deputy Commissioner, Upper Sind Frontier	150 (do to Rs 210)
44	Assistant Collectors in Sind in charge of more than one taluka	210
45	Collectors in the Presidency proper (including the Collector, Bombay Suburban District)	125 (temporarily raised to Rs 200)
46	Assistant Collectors in charge of more than one taluka in the Presidency proper	175
47	Assistant Commissioners in N D, C D and S D	100 (temporarily raised to Rs 140)
48	Assistant Commissioner in Sind (doing Revenue work)	100 (do to Rs 150)
49	District Deputy Collectors in the Presidency proper in charge of more than one taluka	75 (temporarily increased to Rs 125)
50	District Deputy Collectors in charge of more than one taluka in Sind	75 (do to Rs 150)
51	(a) Assistant Collectors and Deputy Collectors in the Presidency proper who are in charge of one taluka only should be granted travelling allowances admissible under the ordinary rules, in lieu of permanent travelling allowance	
	(b) Assistant Collectors and Deputy Collectors in Sind who are in charge of one taluka only should be granted permanent travelling allowance at the rate of two-thirds of the rate admissible to them, if they had been in charge of more than one taluka. The period of regular touring in the case of these officers should be restricted to a maximum of 4 months	
	(c) Assistant or Deputy Collectors who do duty as Personal Assistant to Collectors and in addition are in charge of two talukas in the Presidency proper or hold a territorial charge in Sind should be given full permanent travelling allowance	
	(d) On account of Talukdari Settlement work the Personal Assistant to the Collector of Ahmedabad should draw permanent travelling allowance as an Assistant Collector in charge of a Sub-division	
52	Mahalkaris in Sind	30
53	Mamlatdars in the Presidency proper.	25 (temporarily increased to Rs 45)

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance
	<i>General Administration—contd</i>	Rs
54	Mahalkari of Supa Petha in the Kanara District	25 (temporarily increased to Rs. 45)
55	Mahalkaris (except the Mahalkari in charge Supa Petha)	15 (do to Rs 30)
56	Establishment regularly touring with the Commissioners of Divisions and with Assistant Commissioners —	
	(1) Head Clerks and Chitnises	30 (temporarily increased to Rs 45)
	(2) Clerks on pay of Rs 75 and less	(a) *25 for clerks on Rs 75
		(b) *20 for clerks whose salary is less than Rs 75 but not less than Rs 50
		(c) *15 for clerks whose salary is less than Rs 50
	(3) Clerks on pay above Rs 75 and up to Rs 100	25 (Rs 28 temporary)
	(4) Clerks on pay above Rs 100 and up to Rs 115	Nil (Rs 30 temporary)
	(5) Clerks on pay above Rs 115 and up to Rs 150	Nil (Rs 35 temporary)
	(6) Clerks on pay above Rs 150	Nil (Rs 40 temporary)
	<i>Jails and Convict Settlements</i>	
57	Criminal Tribes Settlement Officer	200
	<i>Police</i>	
58	Sub-Inspector, Karachi-Khelat Frontier Police	25
59	Sub-Inspectors (excluding Prosecuting Sub-Inspectors) Railway Police in Bombay Presidency including Sind	20
60	Head Constables in charge of Police stations serving on Railways	15
	<i>Kathiawar Agency</i>	
61	3 Chief Constables	10 (temporarily increased to Rs 15).
	1 Jamadar	
	On the Railway establishment of the Kathiawar Agency	
	<i>Political</i>	
62	Resident, Kolhapur and Political Agent, Southern Maratha Country States	200 (temporarily increased to Rs 250)
63	Political Agents, Mahi Kantha and Palanpur, and Assistant Political Agent, Southern Maratha Country States	150 (do to Rs 200)

* Temporarily fixed at Rs. 21.

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance
	<i>Political—contd</i>	Rs
64	Assistant Political Agents, Mahi Kantha and Palanpur	150 (temporarily increased to Rs 175)
65	Agency Engineer, Kathiawar	150 (do to Rs 225)
66	Four Assistants to the Agent to the Governor-General in the States of Western India (Political Agents or Assistant Political Agents)	100 (do to Rs 150)
	<i>Note</i> —The amount of Rs 150 should be increased to Rs 210 so long as the officers (Political Agents, Eastern and Western Kathiawar States) are in charge of two Prants	
67	Political Agent for Cutch and for Morvi in Adhoi	100 (do to Rs 150)
67A	Senior Deputy Political Agent, Mahi Kantha	112
68	Deputy Political Agents in charge of subdivisions in Kathiawar, Mahi Kantha, Palanpur and Rewa Kantha	75 (temporarily increased to Rs 112)
69	Huzur Deputy Political Agent, Rewa Kantha	75 (do to Rs 112)
70	Daftardar to the Resident at Kolhapur	40
71	Thandars of Kankrej (Palanpur) Sankheda Mewas (Rewa Kantha)	25 (temporarily increased to Rs 37)
72	Two clerks of Rs 105—5—140 grade in the office of the Resident at Kolhapur and Shrustedar to the Assistant Political Agent, Kolhapur	25
73	Thandars of Bawishi (Mahi Kantha), Santalpur, Warahi and Deodar (Palanpur) and Pandu Mewas (Rewa Kantha)	20 (temporarily increased to Rs 30)
74	Thandars of Gadhayada, Katosan, Sabar Kantha and Vatrak Kantha (Mahi Kantha)	15 (do to Rs 22)
75	Three clerks of Rs 30—5/2—80 grade in the office of Resident, Kolhapur and 3 clerks in the office of Assistant Political Agent, Kolhapur	15
76	Deputy Thandar at Mahisa	10 (temporarily increased to Rs 15)
77	Auditor, Managed and Attached Estates, Mahi Kantha	15 (do to Rs 30)
78	Shrustedar to Assistant Political Agent, Mahi Kantha	15 (do to Rs 20)
79	Two Shrustedars and five clerks and Deputy Political Agent, Mahi Kantha	10 (do to Rs 15)
80	Shrustedar to Deputy Political Agent, Rewa Kantha	15 (do to Rs 22)
81	Three Karkuns of Assistant Political Agent, Mahi Kantha, and two Karkuns of Deputy Political Agent, Rewa Kantha	10 (do to Rs 15)
82	2 Bailiffs of the Court of the Political Resident, Aden	25

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance	
	<i>Scientific Departments</i>	Rs	
83	Registrar of Trade, Aden	30	
	<i>Education</i>		
84	Educational Inspector in Sind	125	
85	Educational Inspectors in the Presidency	100	
86	Deputy Inspectors and Assistant Deputy Inspectors of schools in the town of Bombay	35	
	<i>Public Health</i>		
87	(a) Inspectors of Sanitation and Vaccination in the Presidency proper	45	
	Inspectors of Sanitation and Vaccination in Sind	50	
	(b) Assistant Superintendents of Vaccination in the Kathiawar Agency	45	
	(c) Other Assistant Superintendents of Vaccination —		
	(i) Whose pay is Rs 100 per mensem	30	
	(ii) Whose pay is Rs 75 per mensem	25	
	(iii) Whose pay is Rs 55 per mensem	20	
88	Vaccinators in Sind	5	
89	(a) Peons attached to the Inspectors of Sanitation and Vaccination in the Presidency proper	5	
	(b) Peons attached to the Inspectors of Sanitation and Vaccination in Sind	7	
	(c) Peons attached to the Assistant Superintendents of Vaccination in the Kathiawar Agency	5	
	<i>Civil Works.</i>		
90	Executive Engineer, Poona W W District, provided he uses his own motor car for Government work	150	
90A	Executive Engineers in the Central and Deccan Irrigation Divisions	250 180	
		for a 4 seated motor car. for a 2 seated motor car Provided they use their own motor cars for Government work and have elected to draw permanent travelling allowance	
90B	Assistant Executive Engineers in the Central and Deccan Irrigation Divisions	150	
		for a motor conveyance Provided they use their own motor cars for Government work and have elected to draw permanent travelling allowance	

No of entry	Designation of Officer	Rate of permanent monthly travelling allowance
	<i>Development Department</i>	Rs
91	Unpaid probationary Sub-Engineers employed in the 3rd Project Division	Such amount not exceeding Rs 120 for any month as may be fixed by the Superintending Engineer in accordance with Government Resolution, Development Department, No SC-1308, dated 23rd June 1922
92	Junior Assistant Land Manager for chawl supervision work under the Land Manager, Development Directorate	50 (subject to the condition that no travelling allowance of any kind should be drawn during the period he draws this allowance)

Appendix 3 referred to in Supplementary Rule 119.

No of entry	Designation of Officer.	Rate of conveyance allowance
	<i>Excise Department</i>	Rs.
1	Superintendent of Excise, Bombay Sub-Division	50
2	Inspector, Nagar Aveli Frontier	40
3	All Sub-Inspectors of Excise in the Preventive Branch	15 (conveyance allowance) or 10 (Cycle allowance)
4	Chief Inspectors and Inspectors in the Presidency proper (outside the Town and Island of Bombay)	25
5	Chief Excise Inspector and Excise Preventive Inspectors, Bombay Sub-Division, Assistant Inspector, Finger Print Bureau, Bombay	15
5A	Inspector, Liquor Warehouse, Sewri	15
6	Assistant Inspectors, Maltasari, Zaroli Udhwa, Nagar Aveli Frontier	20
7	Assistant Inspector, Railway Lines, Godhra	10 (Cycle allowance)
8	Other Assistant Inspectors (outside the Town and Island of Bombay)	15
9	Assistant Inspectors, Bombay Sub-Division	10
10	Sub Inspector, Lawacha	20
11	Sub-Inspectors of Excise (outside the Town and Island of Bombay)	15
12	Sub-Inspectors of Excise, Bombay Sub-Division, Sub-Inspectors, Liquor Warehouse, Sewri, and Sub Inspector, Gokak	10
13	Sub-Inspector, Liquor Warehouse, Ahmedabad	10 (Cycle allowance)
14	Inspector, Aden	60
15	Inspector, Hemp Drugs Warehouse, Bubak	15
16	Camel and Pony Sowars in Sind	10
	<i>Salt Department</i>	
17	Inspector, Terekhol Beat (Goa Frontier)..	30 (Boat allowance)
18	Inspector deputed to supervise storage operations at Kharagoda (Provided he keeps a horse for the whole period of his deputation)	25
19	Sarkarkun, Dadar	40
20	Sarkarkuns, Dharasna, Surat, Daman Frontier, Bhandup, Belapur, Rai, Trombay, Pen and Uran	25
21	Special Officer, Mormugao, and Darogas, Belapur, Trombay, Rai, Dadar and Bhandup	10 (Bicycle allowance)
22*	Medical Practitioner for the Dharasna and Chharwada agars	10
23	One Farrier Major	20
24	Two Camel Sowars	25
25	Assistant Daroga, Rai	10 (Bicycle allowance)
26	Six kit porters on the N F	10
27	Inspector in charge Mauryapur Salt Works	40

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Salt Department—contd</i>	Rs
28	Inspector in charge of the Dilyar Salt Depôt	12
28A	Assistant Inspector, Salt Department Stores, Bombay	10
	<i>Salt and Excise</i>	
29	Abkari Inspector, Karachi	60
29A	Personal Assistant to the Superintendent of Salt and Excise, Sind	30
30	10 Circle Inspectors in Sind	40
31	17 Assistant Inspectors in Sind	25
32	3 Assistant Inspectors in Sind	15
32A	Assistant Inspector, Shikarpur Town	15 (Bicycle allowance)
	<i>Horse Allowance</i>	
33	Chief Inspector, Inspector, and Inspector, Storage Duty, Pritchard Salt Works	25
34	Beat-Inspectors, Northern Frontier	25
35	Inspector, Daman Frontier Namdha and Bagwada Beats	25
36	Inspectors, Jambusar	25
37	Inspector, Banda	25
38	Inspectors, Matna and Chorla Beats	25
39	Inspector, Kadra Beat	25
40	Inspectors, Talewadi, Diggi and Kundal	25
41	Risaldar, Risaldar, Dafedars, Lance Dafedars and Sowars of the Northern Frontier Preventive Force	25
	<i>Note</i> —The officers serving on the Goa Frontier draw either conveyance allowance attached to their appointments or cycle allowance at Rs 10 per month	
	<i>Tobacco Department, Town and Island of Bombay</i>	
42	Supervisor, Tobacco Department	45
43	Inspector, Tobacco Department	30
	<i>Cotton Excise Department</i>	
44	Inspector of Cotton Excise	150 if a four-seater motor car is maintained 75 if other conveyance is maintained, otherwise actual conveyance expenses only
45	Assistant Inspector of Cotton Excise, Ahmedabad	75
	<i>Land Revenue</i>	
46	Superintendent, Bombay City Survey and Land Records Office	150 provided a four-seater motor car is maintained
47	Head Surveyor on the establishment of the Superintendent, Bombay City Survey and Land Records Office	35
48	City Survey Officer, Shikarpur	30

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Land Revenue—contd.</i>	Rs
49	Surveyor employed for the maintenance of maps and records of Government land in Karachi	25
50	Collector's Surveyor on the establishment of the Bombay City Survey and Land Records Office ..	25
51	Head Master, Tapedars' Training School, Hyderabad	20 (the allowance is not drawn during vacations)
52	Traverser on the establishment of the Bombay City Survey and Land Records Office	15
53	Nalks of Mukhtarkars and Mahalkaris in Sind	10
54	Process servers employed on the Land Revenue establishment of the Collector of Bombay	10
55	Two clerks in the office of the Collector of Bombay employed on checking the registers of prices current and for collecting the prices at certain Bombay markets	10
56	Surveyors on the establishment of the Bombay City Survey and Land Records Office	10
57	Talatis in Poona City	10
58	Mounted peons to the Mukhtarkars in the Dplo, Mithi, Chachro and Nagar Parkar Talukas in Sind	5
59	Surveyors for the maintenance of City Survey Records at Shikarpur and in the Presidency proper	4 (cycle allowance).
	<i>General Administration</i>	
*60	Assistant Collectors in the Presidency proper doing duty as Personal Assistants to Collectors (except the Personal Assistant to Collector, Ahmedabad) whether in charge of a taluka or not	100
*61	Deputy Collectors in the Presidency proper doing duty as Personal Assistants to Collectors whether in charge of a taluka or not	75
†62	Assistant Collectors in Sind who do duty as Personal Assistants to Collectors and who do not hold a territorial charge	100
†63	Deputy Collectors in Sind who do duty as Personal Assistants to Collectors and who do not hold a territorial charge	75
64	Deputy Collector of Karachi City	100
65	City Magistrate, Surat, for performing the work of City Survey and inquiry work, Surat	50

* When the travelling involved at any one time exceeds five miles, these officers should be allowed to draw mileage or daily allowance as the case may be

† If these officers are required to do any travelling, they should be allowed to draw travelling allowance for the journeys actually performed

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>General Administration—contd</i>	Rs
66	The Collector of Bombay	50
67	The Deputy Collector of Bombay	50
	<i>Administration of Justice.</i>	
68	Coroner of Bombay	100
69	City Magistrate, Poona	100
70	City Magistrate, Karachi	75
70A	Honorary Magistrate, Ahmednagar	50
71	City Magistrate, Hyderabad	35
72	Coroner's Interpreter and Coroner's Constable, Bombay	30
73	Clerk in the office of the Port Officer and Special First Class Magistrate, Keamari	10 (tram allowance)
	<i>Jails and Convict Settlements</i>	
74	Superintendent, Sind Convict Gang	35
75	Jailor and junior Jailor, Sind Convict Gang	25
76	Superintendent, Deccan Convict Gang, Visapur	35
76A	Religious Instructor, Karachi District Prison	Not exceeding Rs 20
	<i>Police</i>	
77	The Commissioner of Police, Bombay	200
78	Four Deputy Commissioners of Police, Bombay, on condition that they maintain motor cars	250*
79	Superintendents of Police, Poona and Ahmedabad, when they maintain motor cars or motor cycles of their own	200 (otherwise Rs 75).
80	Police Surgeon, Bombay	100
81	Superintendent, 'L' or Headquarter Division of the Bombay City Police	75
82	Superintendent, Criminal Investigation Department, Bombay City Police	150
83	Other Superintendents of the Bombay City Police—	
	(i) For a Superintendent who keeps a motor cycle	50
	(ii) For a Superintendent who keeps a horse	75
	(iii) For a Superintendent who keeps a two-seated motor car	100
	(iv) For a Superintendent who keeps a four-seated motor car	125
	(v) Officiating Superintendent of Bombay City Police when no conveyance is maintained	50
84	Inspector attached to the Coroner of Bombay	30

* The conveyance allowance in excess of Rs 200, i.e., Rs 50 in the case of the Deputy Commissioners of Police, entitled to compensatory local allowance sanctioned for Bombay, is merged in the latter allowance and they are entitled to a conveyance allowance of Rs 200 only.

No of entry.	Designation of Officer	Rate of conveyance allowance.
	<i>Police—contd</i>	Rs
85	Lady Superintendent of the Pilgrim Department under the Commissioner of Police	20
86	Inspector of Sanitary Police, Bombay City	30
87	Sergeant, Sanitary Police, Bombay City..	10
88	Inspector, Harbour Police, Aden	25
89	Deputy Superintendent of Police Aden	75
90	Superintendent of Police, Karachi Headquarters	200 (provided a motor car is maintained, otherwise Rs 75)
91	District Superintendent of Police, Criminal Investigation Department, Sind	200
92	Assistant Superintendent of Police, Karachi, employed on executive work as the Assistant Superintendent of Police in charge of the Criminal Investigation Department in Karachi City or Deputy Superintendent of Police in charges of those offices, when they maintain motor cars or motor cycles of their own	100 (otherwise Rs 75)
93	Deputy Superintendent of Police, Karachi	50
94	Deputy Superintendent of Police, Karachi Headquarters	50
95	Deputy Superintendent of Police, Hyderabad	50
96	Deputy Superintendent of Police, Sukkur	30
97	Assistant Superintendent or Deputy Superintendent of Police, holding Charge of the Office of Assistant Superintendent of Police, Poona, Ahmedabad City and its suburbs	100 (if a motor car or motor cycle is maintained, otherwise Rs 75)
98	Two Deputy Superintendents of Police, Sind, Criminal Investigation Department	50 each.
99	Protector of Pilgrims, Bombay	50
100	Inspector, Shaikh Othman Division, Aden	50
101	Commandant, Mounted Police, Inspectors of the amalgamated Public Land Conveyance Licensing and Motor Vehicles Departments	50
102	Inspectors, Sind Criminal Investigation Department	25
103	Sub Inspectors, Sind Criminal Investigation Department	25
104	Inspector and three Sergeants of the Mounted Police, Bombay City, Inspectors in Karachi and Hyderabad	40
105	Inspectors of the Mounted Police in charge Poona Cantonment and Ahmedabad City	40
106	Three Inspectors of Motor Vehicles, Bombay	35 each.

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Police—contd</i>	Rs
107	Inspectors in charge of the Poona City and Cantonment (including Kirkee) Ahmedabad and Bandra Cities Mounted Sergeants in Poona, Circle Inspectors of Belgaum and Ahmednagar, and the Inspector of Police, Tawahi Division, Head-quarters Inspector, Poona, Sergeants of the Public Land Conveyance Licensing and Motor Vehicles Departments	30
108	Risaldar, 2 Jamadars, 18 Head Constables and 79 Constables of the Mounted Police, Bombay City	30
109	Inspectors, Sukkur and Shukarpur	30
110	Three Circle Police Inspectors and one Prosecuting Inspector of the Kathiawar Agency Police	25
111	Prosecuting Inspectors, Circle and Prosecuting Inspectors on Railways, Mounted Sergeants in Ahmedabad, Inspectors of the Aden Land Police, Inspectors (including those employed in the Criminal Investigation Department with the exception of the two Inspectors employed on clerical and confidential work), Bombay City Police, Circle Inspectors, Deputy Inspector and Sergeant, Public Land Conveyance Licensing Department, Bombay City, Head-quarters Inspector, Kathiawar Agency	25
112	Inspector, Finger Print Bureau, Karachi	15
113	All Deputy Inspectors and Sub-Inspectors of the Criminal Investigation Department (excluding three employed on clerical and confidential work), Bombay City Police	20
114	Inspectors in charge of towns, Harbour Inspectors, and all Criminal Investigation Department Inspectors in Sind	25
115	Inspector in charge of the Central Finger Print Bureau at Poona	15
116	(a) Sub-Inspectors (excluding the two Subadars of the Armed Police who are included among Sub-Inspectors), Bombay City Police	15
	(b) Head-quarters Sub-Inspectors, Satara, Sholapur, Bijapur, Dharwar, Ahmedabad, Kara, Broach, Surat, Poona, Karachi, Panch Mahals, Ahmednagar, East Khandesh and Nasik	15
	(c) Four Police Sergeants, one each at Bandra, Belgaum, Ahmedabad and Ahmednagar, and seven in the Poona District	15
	(d) Railway Police Sergeants, two at Bombay (Victoria Terminus), two at the Poona Station (G I P Railway) two at Bombay (B B & C I Railway), and two at Ahmedabad (B B & C I Railway)	15

No of entry	Designation of Officer	Rate of conveyance allowance.
	<i>Police—contd</i>	Rs
117	(e) All other Sub-Inspectors (except those attached to the Railway Police or employed as clerks) and Sergeants in the Bombay Presidency, including Sind Head Constables in Sind who are in charge of stations, the Chief Constable, Rajkot, the Chief Constable, Deesa, and all Chief Constables and Head Constables in charge of Stations in the Police of the Kathiawar Agency, and all Sub-Inspectors and Head Constables in charge of stations in the Police of the Palanpur and Mahi Kantha Agencies	15
118	Prosecuting Sub-Inspectors on Railways	15
119	Chief Constable, Cantonment Police, Deesa, Sub-Inspector, Agency Police, Palanpur, Sub-Inspector and Head Constable, Palanpur, and Sub-Inspector and Head Constable, Mahi Kantha Agency	15
120	Clerks and readers in the office of the District and Assistant Superintendents of Police, and the Head-quarters Sub-Inspector, Dharwar	10
121	Clerks in the office of the Deputy Inspector of Police, Northern Range, Ahmedabad	5
		(temporarily increased to Rs 7-8-0)
		10
		(temporarily increased to Rs 12)
	<i>Ports and Pilotage</i>	
122	Ship Surveyors Bombay	250
123	Head Clerk, Shipping Office, Aden	10
124	Engineer and Ship Surveyor, Karachi	120
		(if a motor car is maintained)
	<i>Ecclesiastical</i>	
125	Anglican Chaplains of Aden and Ahmedabad	50
126	Chaplains of the Church of Scotland at Aden, Karachi and Poona	50
127	The Senior Chaplain of St Andrew's Church, Bombay, on condition that he maintains a suitable conveyance	50
	<i>Note</i> —When the chaplain uses his own conveyance for attending funerals at Sewree he may be allowed to draw the ordinary gharry hire payable by him. But when in the absence of his own conveyance he is compelled to hire one, he may be allowed to draw the carriage hire actually paid by him, whatever the conveyance may be, subject to the condition that it should be limited to the daily allowance admissible to him under the ordinary rules or to that admissible under special orders issued by Government from time to time	

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Ecclesiastical—contd</i>	Rs
128	Junior Chaplain of St Andrew's Church, Bombay	50
129	Each of the two Chaplains at Karachi <i>Note</i> —(The allowance may be increased to Rs 50 when one Chaplain is in sole charge of the station)	30
130	Chaplain of Hyderabad for visiting Kotri	30
131	Chaplain of St Paul's Church, Poona and the Chaplain at Ahmednagar for such periods as the new barracks at East Ridge are occupied by a regiment requiring the services of a Chaplain of the Church of England	25
132	Additional Clergy Society's Chaplain at Sukkur for visiting Rohri	25
133	Roman Catholic Priest at Poona, for visiting the Yeravda Central Jail	15
	<i>Political</i>	
134	1st, 2nd and 3rd Assistants, Aden Residency	50
135	Registrar, Court of the Resident at Aden	50
136	Huzur Accounts Officer, Rajkot	20
137	Assistant Resident at Steamer Point, Aden	30
138	Assistant to the Agency Surgeon, Rajkot	25
	<i>Education</i>	
139	Inspectress of Girls' Schools, Bombay and Northern Division	75
140	Lady Superintendents, Training College for Women, Poona and Hyderabad	50
141	Inspectress of Girls' Schools, Sind	50
142	1st Assistant, Training College for Women, Poona	40
143	Superintendent, Yeravda Reformatory School, Poona	30
144	Inspectress, Urdu Girls' Schools	30
145	Mistress, High School for Indian Girls, Poona	25
146	All Members of the staff of the Deccan College, Poona, on pay of Rs 200 per mensem and under	25
147	2nd Assistant, Training College for Women, Poona	20
	<i>Medical</i>	
148	Superintendent of Mahableshwar (for the performance of executive duties)	50
149	Civil Surgeon, Poona	150
150	Civil Surgeon, Thana, while in charge of the Naupada Mental Hospital	25 (temporarily increased to Rs 37-8-0).
151	Subordinate Medical Service Officers when placed in temporary charge of a Civil station or of the duties of a Residency or Agency Surgeon	25

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Medical—contd</i>	Rs
152	Subordinate Medical Service Officer, Bhandardara Works	15
153	Subordinate Medical Service Officer, Canal Dispensary, Kopergaon	15
154	Subordinate Medical Service Officer, Lake Whiting Dispensary	15
155	Subordinate Medical Service Officer, Civil Hospital, Mahableshwar	10
156	Subordinate Medical Service Officer, Malsiras Dispensary	15
157	Chemical Assistant, Chemical Examiner's Office, Karachi	10 (Tram allowance).
158	Clerk, Chemical Examiner's Office, Karachi	10 (Do)
159	Laboratory Assistant to Chemical Examiner, Karachi	10 (Do)
160	Steward, Civil Hospital, Ahmedabad	25
161	Subordinate Medical Service Officer attached to the Canal Dispensary in the Lonand District (Temporary)	15
	<i>Public Health</i>	
162	Port Health Officer, Bombay	150*
163	Port Health Officer, Karachi	100*
164	Assistant Port Health Officer, Karachi	60 (Boat allowance) *
165	Assistant Surgeon on Port Health Staff, Bombay	50
166	Lady Doctor on Port Health Staff, Bombay	50*
167	Director of Vaccine Institute, Belgaum	100
168	Local Fund Vaccinator, Thana	8
169	Consulting Surveyor to Government	100
170	Assistant Consulting Surveyor to Government	50
171	Deputy Assistant Consulting Surveyor to Government	50
172	Senior Assistant to the Consulting Surveyor	40
173	Lady Nurse at the Port Health Camp, Keamari, Karachi	45
174	Clerk to the Port Health Officer, Karachi	10 (Tram allowance)
	<i>Agricultural Department</i>	
175	Agricultural Overseer, Godavari Canal, Kopergaon	30
176	Agricultural Overseer, Nira Canal, Bara-mati	30
177	Superintendent, Civil Veterinary Department, Poona	25
178	Auditor, Co-operative Societies, First and Second Class	20
179	Superintendent, Government Agricultural Station, Surat	10 (Horse allowance)
180	Superintendent, Government Agricultural Station, Dharwar	10 (Do)

* A moiety of these allowances is recoverable from the Karachi or Bombay Port Trust as the case may be

No of entry	Designation of Officer	Rate of conveyance allowance.	
<i>Civil Veterinary Department</i>		Rs	
181	Deputy Superintendent, Civil Veterinary Department, Sind, Karachi	35	
182	Deputy Superintendent, Bombay City and Harbour, Veterinary Department	30	
183	Chief Veterinary Inspector, Bombay City and Harbour, Veterinary Department	25	
184	Senior Veterinary Inspectors, Bombay City and Harbour, Veterinary Department	25	
185	Junior Veterinary Inspectors, Bombay City and Harbour, Veterinary Department	25	
<i>Miscellaneous</i>			
186	Director of Industries	150	If a four-seater motor car is maintained.
187	Assistant Director of Industries	150	Do
188	Director of Information	200	
189	Director, Labour Office	150	
190	Chief Inspectors and Inspectors of Factories at Bombay, Ahmedabad and Karachi	150	For a motor car or 75 for motor cycle or carriage actually maintained or actual conveyance charges
191	Assistant Inspectors of Factories	75	For a motor cycle actually maintained or actual conveyance charges
192	Certifying Surgeon for Factories in the City of Bombay	150	Provided he maintains a motor car and uses it for Government work
193	Protector of Pilgrims, Karachi	75	
194	Two Investigators, Labour Office	100 each	
195	One Investigator, Labour Office	40	
196	Special Mamlatdar, Deccan Canals	25	
<i>Civil Works</i>			
197	Superintendent, Public Works Store and Workshop, Karachi	30	
198	Executive Engineer, Karachi Buildings District— (i) When a motor car is maintained	100	(Temporarily increased to Rs 150)
	(ii) When a motor cycle is maintained	50	
199	Executive Engineer, Presidency District	200	The conveyance allowance covers the journeys in the Islands of Bombay and Salsette and no daily allowance or mileage is admissible for travelling beyond a radius of five miles in these places
200	Electrical Inspector, Bombay	250	
201	Assistant Electrical Engineer	250	

No of entry	Designation of Officer	Rate of conveyance allowance
<i>Civil Works—contd.</i>		Rs
202	(i) Assistant Executive Engineers (ii) Assistant Engineers (iii) Upper Subordinates in charge of Sub divisions, at Bombay, Poona and Karachi	50
203	Superintendent of Public Works Stores and Workshops, Bombay	30
204	Store-keeper, Executive Engineer's Office, Sholapur	5
205	Store-keeper, Executive Engineer's Office, East Khandesh	5
206	Store-keeper, Executive Engineer's Office, Ahmednagar	5
207	Lower Subordinates (including those under the Sanitary Engineer to Government)— (i) In Bombay, Poona and Karachi Cities	50 (if a horse, pony or dhamni is maintained) 15 (if a pedal bicycle is maintained) 50 (if a motor cycle is maintained) 30 (if any other conveyance is maintained).
	(ii) In other places	40 (if a horse, pony or dhamni is maintained) 15 (if a pedal bicycle is maintained) 50 (if a motor cycle is maintained) 25 (if any other conveyance is maintained)
		The total amount of conveyance allowance and travelling allowance drawn in any month by Lower Subordinates who are not in charge of Sub-Divisions shall not exceed Rs 75 The above rates are only provisional and should be allowed after the Chief or Superintending Engineer concerned is satisfied that there is likely to be no abuse of the concession Lower Subordinates who are not in the Department on 20th March 1923 or who are drawing consolidated pay should not be allowed to draw the above rates
<i>Development Department</i>		
208	Upper and Lower Subordinates in Nos 1 2 and 4 Project Divisions	Such amounts not exceeding Rs 30 and Rs 15 respectively as may be sanctioned by the Director of Development in each case

No of entry	Designation of Officer	Rate of conveyance allowance
<i>Development Department—contd</i>		
	Rs	
209	Superintending Engineer, No 2 Project Division, Executive Engineer, Andheri District, Executive Engineer, Suburban Sanitary District, Executive Engineer, Kurla-Trombay District	250 per mensem for the maintenance of a four-seater motor car 180 per mensem for the maintenance of a two-seater motor car 75 for the maintenance of a motor cycle 125 for the maintenance of a high power (6 horse power and upwards) motor cycle with side car
210	*Land Manager, Development Directorate, Superintending Engineer, No 4 Project Division, Executive Engineer, Mechanical District, 4th Project Division, Executive Engineer, Materials District, Superintendent, Bombay Suburban Survey, Assistant Superintendent, Bombay Suburban Survey, Assistant Land Manager, Development Directorate	200 per mensem for the maintenance of a four-seater motor car 150 per mensem for the maintenance of a two-seater motor car 65 per mensem for the maintenance of a motor cycle 100 per mensem for the maintenance of a high power (6 horse power and upwards) motor cycle with side car
211	Superintending Engineer, Housing and Suburban Circle	250
212	1 Supervisor, Kurla-Trombay District	15 (The grant of the allowance is contingent on the production of a certificate by the subordinate that he maintains a cycle for the performance of his duties)

* Of the officers mentioned above, those who are in receipt of pay of Rs 1,500 per mensem and above should be entitled to the rates sanctioned for the maintenance of a four-seater car, those whose pay is Rs 1,000 per mensem and more but below Rs 1,500 should be entitled to the rates sanctioned for a two-seater car, and those whose pay is below Rs 1,000 should only be entitled to the rates sanctioned for a motor cycle (Solo), or a high powered motor cycle with a side car. The grant of these allowances is contingent on the maintenance of the vehicle for which the allowance is claimed or a vehicle of a higher grade, the 'grades' of vehicles for this purpose being 4 seater cars, 2 seater cars, high powered (as defined above) motor cycles with side cars and other motor cycles.

No of entry	Designation of Officer	Rate of conveyance allowance
	<i>Development Department—contd</i>	Rs
213	Superintending Engineer, No 1 Project Division	200 for the maintenance of a four-seater motor car
214	Secretary to Government, Development Department	}
215	Superintending Engineer, No 3, Project Division	
216	Deputy Chief Engineer, Colaba, Bombay Back Bay Reclamation Scheme	
217	Executive Engineer, Project Division, Reclamation Branch	
218	Executive Engineer, Bombay Housing District, No I	
219	Executive Engineer, Bombay, Housing District, No II	}
220	Executive Engineer, Bombay Housing Sanitary District	
221	Electrical and Mechanical Engineer, No 3 Project Division	
222	Executive Engineer, Central Salsette Railway Section, No 3 Project Division	
223	Special Assistant Land Manager	
224	Sanitary and Medical Officer, Reclamation Branch	}
225	Deputy Chief Engineer, Quarry Section	
226	Deputy Chief Engineer, Marine Lines, Bombay Back Bay Reclamation Scheme	
227	Assistant Engineer, Marine Lines	}
228	Assistant Engineer, Quarry Section	
229	Three Assistant Engineers, No 1 Project Division	
230	Marine Surveyor, Bombay Back Bay Reclamation Scheme	}
231	Land Acquisition Officer for the City of Bombay	
232	Assistant Land Acquisition Officer for the City of Bombay	150 for the maintenance of a four-seater motor car
233	Two Assistant Engineers, No 3 Project Division	100 without condition for the maintenance of any conveyance
234	Assistant Engineer, Kurla-Trombay District	80 for the maintenance of a horse
235	Assistant Engineer, No 4 Project Division	50 for the maintenance of a motor cycle
		100 for the maintenance of a two seater motor car

Appendix 4 referred to in Supplementary Rule 153.

1 The following officers are entitled to the special rates of daily allowance mentioned below —

	Rs	a	p
1 Secretaries to Government	10	0	0
2 Judicial Commissioner of Sind	10	0	0
3 District Judges	10	0	0
4 Agent to the Governor-General in the States of Western India	10	0	0
5 Judicial Assistant to the Agent to the Governor-General in the States of Western India	10	0	0
6 Registrar of Co-operative Societies	10	0	0
7 Political Resident, Aden	10	0	0
8 Inspector General of Police	10	0	0
9 Inspector General of Prisons	10	0	0
10 Surgeon General with the Government of Bombay	10	0	0
11 Director of Public Health	10	0	0
12 Director of Public Instruction	10	0	0
13 Chief Conservator of Forests	10	0	0
14 Director of Agriculture	10	0	0
15 Sanitary Engineer to Government	10	0	0
16 Chief Engineer	10	0	0
17 Principal, Veterinary College	10	0	0
17A Collector of Salt Revenue	10	0	0
18 Superintending Engineers	9	0	0
19 Assistant Executive Engineers, Temporary Engineers, and Apprentice Engineers (passed from Colleges of Engineering in India) on probation for appointment to the Indian Service of Engineers—			
(i) in charge of Division	7	8	0
(ii) not in charge of Division	6	0	0
19A Candidates selected for training in the Bombay Engineering Service —			
During the 1st year of the training	1	8	0
" " 2nd " " " "	2	0	0
20 Principals and Professors, Inspectors and Inspectresses in the Bombay Educational Service, and the Lady Superintendent, Criminal Tribes Settlement School	6	0	0
21 Personal Assistant to the Chief Conservator of Forests	4	8	0
22 Deputy Superintendents of Police and Probationers and Honorary Deputy Superintendents of Police	4	8	0
23 Dangs Diwan	4	8	0
24 Assistant Dangs Diwan	1	4	0

25. Local Auditors in the office of the Accountant General on pay of—

(General scale)

		Rs	a	p
(i) Rs. 50 and above up to Rs 59	..	1	14	0
(ii) Rs. 60 and above up to Rs. 99	..	2	4	0
(iii) Rs. 100 and above up to Rs. 199.		3	0	0
(iv) Rs. 200 and above up to Rs 250		3	12	0
(v) Rs. 251 and above up to Rs. 275.		4	2	0
(vi) Rs. 276 and above	.	4	8	0

Exceptions—

(a) Sind Auditors on Rs 50 and above up to Rs 99. 2 10 0

(b) Auditors working at Aden on pay of—

(1) Rs 50 and above up to Rs 59	.	2	8	0
(2) Rs 60 and above up to Rs 99	.	3	0	0
(3) Rs. 100 and above up to Rs 199	..	4	0	0
(4) Rs 200 and above		5	0	0

26. Village Accountants (talatis), when deputed outside their jurisdiction 0 8 0

27. Settlement Commissioner and Director of Land Records 10 0 0

28. Mechanical Engineer to Government 10 0 0

29. Deputy Inspectors General of Police . 9 0 0

30. Land Manager, Development Directorate 9 0 0

31. Consulting Surveyor to the Government, Bombay .. 10 0 0 .

32. Superintendent, Civil Veterinary Department, Bombay Presidency . 10 0 0

33. Forest Engineer, Bombay Presidency . 9 0 0

2. Unless otherwise expressly provided for, Government servants of all grades (as defined in rule 152) below the first, in the Forest Department are entitled to a daily allowance one-third greater than the allowance of their grade

3. The Judicial Commissioner of Sind should be allowed, in addition to a daily travelling allowance of rupees ten, the actual cost of moving the necessary office tents and records. The tour of this officer and his establishment should be limited to a maximum period of three months which should not be exceeded except with the special prior assent of Government

4 The question whether the Remembrancer of Legal Affairs who is also the Secretary to Government, Legal Department, should draw daily allowance at Rs 7-8-0 or Rs 10 is left to the discretion of the officer holding the two appointments as it is impossible in the great majority of cases to separate the functions of the Remembrancer from those of the Secretary

5 Peons of officers who tour over the whole Bombay Presidency or the Presidency proper and peons of the Factory and Boiler and Smoke Nuisances Departments should be allowed daily allowance at annas 6

6 Police Constables in the Bombay Presidency should draw a daily allowance of four annas

Appendix 5 referred to in Supplementary Rule 160.

1 The following Government servants of the second and third grades stationed in Sind may draw daily allowances at the rates shown below These rates will be reduced if there is a reduction in other daily allowance rates —

(a) Head clerks to the Commissioner in Sind, Collectors of Karachi and Thar Parkar and Superintending Engineers in Sind; the Assistant Sindhi Translator Chief Clerk to the Judicial Commissioner of Sind, Head Clerk to the District Judge, Karachi, Head Clerk to the Deputy Inspector General of Police for Sind, and Mukhtyarkars in Sind

(b) Members of the office establishment of the undermentioned officers with the exception of those included in clause (a) —

(i) Commissioner in Sind, including the Sindhi Translator's Branch.	Up to Rs 85	Rs. 1-14-0
	Above Rs 85	
	up to Rs. 115	Rs 2-10-0
	Above Rs 115	Rs 3-0-0
(ii) Judicial Commissioner of Sind,	Pay not less than Rs 85	Rs 2-8-0
(iii) Deputy Inspector General of Police for Sind,		
(iv) Superintending Engineers in Sind.		
	Rs 85	Rs 1-14-0

(c) Members of the office establishment of the— Pay not less than Rs 115 Rs 2-8-0

(i) Manager, Encumbered Estates in Sind Pay less than Rs 115 Rs 1-14-0

(ii) Conservator of Forests, Sind Circle

(iii) Educational Inspector and Inspectress of Girls' Schools in Sind

(iv) Assistant Director of Public Health, Sind Registration District.

(v) Superintendent, Civil Veterinary Department, Sind.

- (vi) Superintendent of Salt, and Excise in Sind and Deputy Superintendents of Salt and Excise, Upper Lower Sind
- (vii) Assistant Registrar of Co-operative Societies in Sind (including his auditing staff)
- (d) Surveyors in the office of the Divisional Forest Officer, Working Plans, Sind Circle, and Members of the office establishments of—
- | | |
|--------------|----------|
| Up to Rs 85 | Rs 1-4-0 |
| Above Rs 85 | |
| up to Rs 115 | Rs 1-8-0 |
| Above Rs 115 | Rs 2-0-0 |
- (i) Collectors and District Registrars
- (ii) Assistant and Deputy Collectors in charge of Talukas
- (iii) Deputy Commissioner, and District Registrar, Upper Sind Frontier
- (iv) Superintendent of Land Records in Sind
- (v) Deputy Director of Agriculture
- (vi) Deputy Manager, Encumbered Estates in Sind
- (vii) District Superintendents of Police, Superintendents of Police, Sind Railways and the Sind Criminal Investigation Department, Assistant and Deputy Superintendents of Police in Sind (including Sub-Inspectors and Head Constables employed on clerical duties), Clerical establishments of the Superintendents of Police, Sind Railways and the Sind Criminal Investigation Department
- (viii) District, Joint and Assistant Judges.
- (ix) Deputy Educational Inspectors.
- (x) Divisional Forest Officers in Sind (Clerks only)
- (xi) Executive, Assistant Executive and Assistant Engineers

(e) Members of the Office Establishments of the Collector and District Registrar and the District Superintendent of Police, Thar Parkar (except the Head Clerk to the Collector) Up to Rs 85 Rs 1-8-0
Above Rs 85 up to Rs 115 Rs. 2-0-0
Above Rs. 115 Rs 2-4-0

(f) Chitnis in Sind Rs 3 or any higher rate admissible under Rule 152.

2. In Sind mileage is allowed under the ordinary rules to a Government servant only for journeys on transfer, or made by special conveyance or at times when the Government servant is not maintaining permanent carriage

When a Government servant in Sind maintains permanent carriage and travels by road or partly by road and partly by rail on the same day he is entitled for the road journey in either case to actual expenses limited to daily allowance irrespective of the number of miles travelled.

If under exceptional circumstances permanent carriage is not used and the journey is performed by a special means of conveyance, *i e*, a conveyance other than the permanent carriage, mileage is admissible under the ordinary rules, the bill being supported by a certificate to that effect

When permanent carriage is not maintained, an officer is entitled to draw travelling allowance under the ordinary rules

3. An increase of 25 per cent over the rates of daily allowance and mileage admissible in Sind should be allowed to Government servants of all grades who are required to travel in Baluchistan. The rate of allowance of an officer, who spends part of a day in Baluchistan and part in a place in which the ordinary rate prevails, should be determined according to the place where he halts after the journey

4. Government servants in all Departments on pay less than Rs 200 per mensem (including menials) while travelling during the months of June to September in the four Konkan districts (Thana, Kolaba, Ratnagiri and Kanara) are entitled to mileage at the special rate of annas four a mile (two annas a mile in the case of menials) and daily allowance at $33\frac{1}{3}$ per cent more than that admissible to them under rule 152

5. Peons accompanying officers of all Departments on their visits to Bombay, Mahableshwar, Matheran, or Poona on duty or going on duty to those places and constables in the Police Department on similar occasions are entitled to daily allowance at special rates, namely six annas in the case of visits to the first three places and four annas in the case of visits to Poona for the entire period of absence from Head-quarters, *i e*, days of halt and of actual journey by rail. The peons of the Lord Bishop of Bombay should not, however, be held eligible for the special rate of daily allowance of four annas for visits to Poona

6 For journeys between Mount Abu and Abu Road Station the Inspector of European Schools and his establishment should be granted mileage allowance at the special rate fixed by the local administration of Rajputana

7 The Gujarati Assistant Deputy Educational Inspector, Karachi, should be given daily allowance at the special rate of Rs 2-4-0 for the whole period that he may spend on inspection duty in the Thar Parkar District

8 All Government servants of the third grade required to attend the undermentioned stations on duty are entitled to daily allowance at the special rates specified against them, any permanent travelling allowance drawn by them being suspended for the period —

Station	Special rate of daily allowance
Bombay, Mahableshwar or Matheran.	Double the ordinary rate.//
Poona	1½ times the ordinary rate

The special rates for (1) Bombay, (2) Mahableshwar, (3) Matheran and (4) Poona are not applicable to clerks stationed in (1) the Bombay Suburban Division and Bombay City, (2) Mahableshwar, (3) Matheran and (4) the Poona Suburban area and Poona City and Cantonment, respectively

9 Lower Subordinates of the Public Works Department visiting Bombay and Mahableshwar on duty are entitled to daily allowance at double the ordinary rate on the conditions mentioned in the preceding rule

10 Officers of the first grade required to stay in Bombay, Poona or Karachi City or Mahableshwar are entitled to daily allowance at the rate of Rs 10 Officers of the second grade similarly detained in those places should be given a *pro rata* increase of 33½ per cent in the ordinary rates of daily allowance admissible to them

In cases in which officers in receipt of permanent travelling allowance exchange it under Supplementary Rule 174 for mileage allowances, and daily allowance, if admissible, they should, in addition, be granted daily allowance at the special rates mentioned above in lieu of permanent travelling allowance for any day of their halt in Bombay, Poona, Karachi or Mahableshwar for which no mileage allowance is drawn.

These concessions are not applicable to officers stationed in (1) the Bombay Suburban Division and Bombay City, (2) Poona Suburban area and Poona City and Cantonment, (3) Karachi City and (4) Mahableshwar during their visits to (1) Bombay City, (2) Poona City, (3) Karachi City and (4) Mahableshwar, respectively

11 Clerks deputed to Bombay from Sind for training should be allowed to draw daily allowance at double the ordinary rates, subject to a minimum consolidated pay of Rs 70 per mensem.

12 Police Head Constables and Constables in Aden, when deputed to foreign territory, are allowed subsistence allowance at the rate of

Re 1 per diem provided the period of deputation exceeds three days They are also allowed subsistence allowance at the rate of Re 1 per diem when deputed to Bombay on duty

13 Officers of the Salt Department, when travelling on the Goa Frontier are allowed the following special rates of mileage allowance —

Rate

Officers of the 1st grade	Double the rate of mileage ordinarily admissible to them
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Do 2nd, 3rd, 4th grades	Three times the rate of mileage ordinarily admissible to them
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14 Government servants of the fourth grade required to stay at Karachi and Panchgani on duty should be granted daily allowance at the special rate of six annas

15 Government servants of the third grade required to halt at Karachi and Panchgani on duty should be granted daily allowance at double the ordinary rates

16 Lady Superintendents, Criminal Tribes Settlement Schools, should be granted daily allowance at the rate of Rs 6 per diem when on tour

Appendix 6 referred to in the note to Supplementary Rule 164.

List of Places declared by Government to be headquarters.

Officers	Place of Headquarters
Government servants on the staff of Government, required to change their headquarters along with Government.	Headquarters of Government for the time being
The Commissioner of Excise	Bombay.
The Collector of Salt Revenue	Do
Superintendent of Lights	Do.
Superintendent of Salt Revenue—	
Northern Frontier . . .	Kharaghoda
Surat . . .	Surat
Thana . . .	Thana
Kolaba and Ratnagiri . . .	Uran
Goa Frontier and Kanara	Castle Rock
Superintendent of Excise, Ahmedabad Sub-division . . .	Ahmedabad
Superintendent of Excise, Kaira Sub-division	Kaira
Superintendent of Excise, Surat Sub-division	Surat
Superintendent of Excise, Khandesh Sub-division . . .	Jalgaon.
Superintendent of Excise, Bombay Sub-division . . .	Bombay
Superintendent of Excise, Nasik Sub-division	Nasik
Superintendent of Excise, Dharwar Sub-division . . .	Dharwar
Superintendent of Excise, Belgaum Sub-division . . .	Belgaum
Superintendent of Excise, Ratnagiri Sub-division . . .	Ratnagiri
Superintendent of Excise, Poona Sub-division	Poona
Commissioner in Sind	Karachi
Commissioner, Northern Division . . .	Ahmedabad
Commissioner, Southern Division	Belgaum
Commissioner, Central Division	Poona
Consulting Surveyor to the Government of Bombay . . .	Do
Manager and Assistant Manager, Sind Encumbered Estates . . .	Hyderabad
Superintendent of Land Records, N D . . .	Ahmedabad
" " C D . . .	Poona
" " S D . . .	Belgaum
" " Sind . . .	Hyderabad
Mamlatdar of Haveli . . .	The area lying within the Poona City Municipal limits.

Officers	Place of Headquarters
Peons attached to Circle Inspectors	Headquarters of the talukas
The Chief Conservator of Forests	Poona
The Conservator of Forests, N C	Nasik.
" " C C	Poona
" " S C	Dharwar
The Conservator of Forests, Sind Circle	Karachi
Assistant Forest Engineer attached to the Northern Circle	Nasik
Assistant Forest Engineer attached to the Southern Circle	Dharwar
The Divisional Forest Officer, Working Plans, N C	Nasik
" " West Khandesh	Dhulia
" " North Khandesh	Do
" " North Nasik	Nasik
" " West Nasik	Do
" " East Nasik	Do
" " West Thana	Thana
" " North Thana	Nasik
" " East Thana	Do
" " Dharwar (Bijapur	Dharwar
" " Kanara, N. D.	Do
" " " W D	Karwar.
" " " C D.	Dharwar
" " " S D	Honawar
" " " E D	Dharwar
Working Plans, Assistant, Sind Circle	Karachi
The Divisional Forest Officer, Working Plans, Central Circle	Poona
" " Southern Circle	Dharwar
The Sub-Registrar, Thasra	From 1st to 15th of a month at Thasra and from the 16th to the end of the month at Dakor
The Sub-Judge, Dhandhuka and Ghogha	Dhandhuka.
" Sangola and Malsiras	Sangola
" Karmala and Madha	Karmala
" Karad and Patan	Karad.
" Newasa and Shevgaon	Shevgaon
" Karjat and Jamkhed	Karjat
" Koregaon and Dahivadi	Koregaon
" Vita and Tasgaon	Tasgaon
" Rahuri and Kopargaon	Rahuri
" Talegaon and Saswad	Talegaon

Officers	Place of Headquarters
A Joint Sub-Judge	The headquarters of the Sub-Judge whom he is assisting
The Inspector General of Police	Poona
The Deputy Inspector General of Police,	
Northern Range..	Ahmedabad
Southern Range .	Belgaum
The Superintendent of Police, G. I. P. and	Poona
M & S M. Rlys	
B B & C I Ry	Bombay
The Assistant Superintendent of Police,	
G I P and M & S M Railways .	Poona
Members of the Criminal Investigation	
Department of the Sind Police Force .	Karachi
The Deputy Assistant Political Agent,	
Jhalwad Prant .	Wadhwan
" " Halar Prant .	Rajkot
" " Sorath Prant .	Jetalsar
" " Gohilwad .	Songhad
The Educational Inspector, Sind .	Karachi
The Inspector of Science Teaching	Poona
The Inspector, European Schools, Bombay	
Presidency	Do
Inspectress of Girls' Schools in the Kanara	
District	Dharwar
The Presidency Surgeon, First District .	New Customs House
The Presidency Surgeon, Second District	The Byculla Club.
The Director of Public Health	Poona
The Assistant Director of Public Health,	
W R District	Nasik.
" " C R District .	Poona
" " S R District	Belgaum.
" " G R District	Ahmedabad.
" " Sind R District.	Karachi.
The Deputy Director of Agriculture,	
Gujarat	Surat
The Deputy Director of Agriculture—	
North Central Division	Nasik
" " Sind ..	Karachi
" " S D	Dharwar.
" " South Central Division	Poona
" " in charge Konkan	
Districts .	Ratnagiri.
Principal, Agricultural College, Poona	Agricultural College, Poona
Agricultural Chemist	Do.

Officers	Place of Headquarters
Professor of Agriculture . . .	Agricultural College, Poona
Economic Botanist	Do.
Assistant Professors at the Agricultural College, Poona . . .	Do.
Agricultural Engineer, Bombay Presidency	Poona
Divisional Superintendent of Agriculture,	
N D	Ahmedabad
" " " C D	Agricultural College, Poona
" " " S D	Dharwar
" " " Sind	Mirpurkhas.
Registrar of Co-operative Societies . .	Poona
Assistant Registrar, Co-operative Societies, Sind	Hyderabad.
" " " C D	Bombay
" " " N D	Surat
" " " S D	Dharwar.
Superintendent of Government Printing and Stationery . . .	Bombay.
Chief Engineer in Sind . .	Karachi.
Superintending Engineer, Indus Right Bank Circle . .	Do.
Superintending Engineer, Indus Left Bank Circle . .	Do.
Superintending Engineer, Northern Circle	Bombay
" " Central Circle	Poona
Superintending Engineer, Deccan Irrigation Circle . .	Do
Superintending Engineer, Southern Circle .	Belgaum
Electrical Engineer to Government	Bombay
Consulting Architect to Government . .	Do
Sanitary Engineer to Government .	Poona
Mechanical Engineer to Government .	Dapuri

Appendix 7 referred to in Supplementary Rule 165.

Government servants	Limit of the sphere of duty
1 Assistant and Deputy Collectors	Talukas of which they are in charge
2. Talati of a British Village	The taluka or Mahal in which he serves excluding Inam, Khoti, Shilotri, talukdar, patabandi, and Udhad jama-bandi villages (<i>vide</i> note at the end of the Appendix)
3 A forester in charge of a depôt.	A distance of five miles from the locality in which the depôt is situated
4 A Bailiff	The limits of the ordinary original jurisdiction of the Court in which he is employed, subject to the following exceptions — <i>Exception 1.</i> —The limits of the ordinary sphere of duty of a bailiff of the Court of the Judicial Commissioner of Sind are those of the Karachi Taluka <i>Exception 2.</i> —The limits of the ordinary sphere of duty of a bailiff of a District Court are those of the ordinary original jurisdiction of the First Class Sub-Judge's Court in the District
5 Railway Superintendent of Police	The whole of the railway over which his duty extends
6 Assistant Superintendent (Railways)	The division of the railway of which he is in charge
7 Assistant Superintendent of Police (except Railway)	The portion of the District of which he is in charge
8 Inspector of Police .	Sub-Division of the District of which he is in charge But in the case of an Inspector of Police temporarily doing the duties of another Inspector in addition to his own, the limit of his original sphere of duty does not extend to the second circle for purposes of travelling allowance.

Government servants	Limit of the sphere of duty
9 Sub-Inspector of Police (except a City Sub-Inspector)	Taluka of which he is in charge
10 City Sub-Inspector	City or town of which he is in charge
11 Mounted Police Escort of a Commissioner	The District in which the Commissioner's headquarters are situated
12 Officers of the Kathiawar Police below the rank of Assistant Superintendent	The Civil Station or the Thana Circle to which they belong
13 The Criminal Tribes Settlement Officer, Bijapur, and the Settlement Inspectors and peons under him	The whole of the Presidency proper

Note—Talatis of British villages in the Thana, Kolaba and Ratnagiri Districts should not be granted travelling allowance for visiting Khoti villages in the talukas in which they serve unless they proceed there under the special orders of the mamlatdar of the taluka for reasons which should be recorded or for the performance of such duties as those of seeing that the births and deaths registers are regularly written up, of taking an annual census of the village, in connection with inquests, etc

Appendix 8 referred to in Supplementary Rule 169.

List of Government servants not entitled to travelling allowance for journeys on tour

No of entry.	Designation of Government servant	Limitations and exceptions
	<i>Salt</i>	
1	Sowars and Daffadars in the Sind Combined Salt and Excise Department	
	<i>Land Revenue</i>	
2	Menials in temporary employ attached to survey parties in the field	
3	Talatis (Village Accountants)	The talati of Sheve Saza in the Uran Mahal of the Panvel taluka is allowed actual travelling expenses not exceeding Re 1 for journeys by boat to and from the Island of Elephanta
	<i>Forest</i>	
4	Forest Guards.	
	<i>Administration of Justice</i>	
5	Process-servers and Bailiffs	Bailiffs or process servers may draw actual ferry charges
	<i>Police</i>	
6	Police officers and men of all grades (including those employed in the Criminal Intelligence Department)* below the rank of Assistant Superintendent, with the undermentioned exceptions —	Entitled to have their necessary baggage, including utensils conveyed at Government expense when employed on escort-duty, the ordinary rate per mile for cart-hire in the districts in which the journeys are performed (and not mileage rate laid down in rule 146) being the maximum limit allowed to be charged as actual cost
	(i) Sub Inspectors who may be allowed the concession at the discretion of Government—Entitled to draw daily allowance at the ordinary rates for all journeys on duty of more than 15 miles from their headquarters, provided that, in the case of officers attached to a police station, the place to which they travel is beyond the limits of the police station (ii) Head Constables and Constables, who are not in receipt of permanent monthly travelling allowance may draw actual expenses for journeys by boat where this is the ordinary mode of travelling	

* The ordinary sphere of duty of this establishment is confined to a radius of twenty miles from the headquarters of each sub-agency.

No of entry	Designation of Government servant	Limitations and exceptions.
	<p>(iii) Circle Inspectors, and all Police Prosecutors whether below or above the efficiency bar for journeys on duty of more than five miles from their headquarters, entitled to daily allowance under rule 152 provided that Circle Inspectors in Sind may draw mileage for road journeys</p> <p>(iv) Government servants entered in Appendix 2 as entitled to a fixed monthly travelling allowance</p> <p>(v) Mounted Policemen when deputed beyond their district for the purpose of receiving instruction in cavalry drill and as farriers entitled to batta at the rate of 4 annas a day for the whole period of their absence</p> <p>(vi) Policemen of all ranks employed on clerical duties in the offices of Deputy Inspectors-General of Police, Superintendents, Assistant and Deputy Superintendents of Police</p> <p>(vii) Government servants in the District Police (including Agency Police) below the rank of Sub Inspector are entitled to draw daily allowance for all journeys on duty of more than five miles from their headquarters</p>	
	<i>Public Health</i>	
7	Government servants of the Vaccination Department below the rank of Assistant Director of Public Health.	Inspectors of Sanitation and Vaccination, the peons attached to them and Assistant Superintendents of Vaccination receive fixed monthly travelling allowance as shown in Appendix 2
	<i>Civil Works</i>	
8	Petty establishments expressly engaged for service in the field	Government in case of doubt will decide whether any particular Government servant or class of Government servants comes within this term or not Khalasis accompanying Sub-Divisional Officers and subordinates employed in the Western Nara District in Sind, to Beh Thap are entitled to travelling allowance under the ordinary rules for their journeys by road

No of entry	Designation of Government servants	Limitations and exceptions
9	Lower Subordinates	May be granted mileage under the special order of the Executive, Assistant Executive or Assistant Engineer, Lower Subordinates in charge of a regularly constituted sub-division may be allowed daily allowances for journeys exceeding five miles from their headquarters for which mileage is not granted Permanent lower subordinates employed under the Sanitary Engineer to Government and those who are employed on conservation work in the Archæological Department are entitled to a daily allowance of annas 13 and annas 12 respectively for the days they are away at a distance exceeding five miles from their headquarters except those on which mileage is drawn under the special orders of the Executive, Assistant Executive or Assistant Engineer in the case of the former and the Superintendent, Archæological Survey, Western Circle, in the case of the latter
10	Surveyors	
11	Canal mistrys	

Appendix 9 referred to in Supplementary Rule 171.

Serial No	Designation of Government servants	Class of tents
		<i>For office</i>
1	Collectors and District Magistrates and Collector of Salt Revenue	(i) Hill tent 12'×12' with sywan extended to 6 feet and walled at end to give an inside measurement of 18'×12' (for vernacular office), (ii) Bechoba 12'×12' (for English office), (iii) Two raotis for peons and Police escorts
		<i>For office</i>
2	Assistant or Deputy Collectors, Superintendent of Land Records in Sind and Superintendents of Salt and Excise	(i) Bechoba 12'×12', (ii) Two raotis for peons and Police escorts
		<i>For office</i>
3	Conservator of Forests, Sind Circle, and Divisional Forest Officers in Sind	(i) Hill tent 12'×12' complete with sywan (one sywan enclosed), dhurrie, purdahs chicks, saleeta, pegs and mallet, (ii) Raoti for peons 15'×15'
		<i>For office</i>
4	Conservators of Forests in the Presidency proper	(i) Hill tent 14'×14' with both sywans enclosed, (ii) Two raotis for peons 12'×12'.
		<i>For office</i>
5	Divisional Forest Officers in the Presidency proper	(i) Hill tent 13'×13', (ii) Two raotis for peons 12'×12'.
		<i>For office</i>
6	Sub Divisional Forest Officers in the Presidency proper	(i) Field Officer Kabul Pal with outer fly extended to the ground and with bath rooms, (ii) Raoti for peons 10'×10'
		<i>For office</i>
7	Officers in charge of working plans	(i) Field Officer Kabul Pal with outer fly extended to the ground and with bath rooms, (ii) Raoti for peons 10'×10', (iii) Two raotis for Surveyors 12'×12'
		<i>For office</i>
8	Deputy Director of Agriculture	(i) Hill tent 14'×14', (ii) Miniature Swiss Cottage tent 10'×10', (iii) Double fly raoti 16'×12'; (iv) Necessary tent 4'×4', (v) Two servants' pals 10'×10'

Serial No	Designation of Government servants	Class of tents
9	Assistant Registrars of Co-operative Societies, Central and Southern Divisions	<p><i>For office</i></p> <p>(i) One Miniature Swiss Cottage tent (ii) 180 lbs Field Service tent (with detachable bath rooms) (iii) One Raoti for servants</p>
10	Inspector General of Police	<p><i>For personal use</i></p> <p>(i) One hill tent 16' × 16' with bath room, (ii) Hill tent 14' × 14' with both sywans enclosed, bath room, and dhurries (iii) Two Swiss Cottage tents 12' × 12', with extra kanat and dhurrie for front verandah. (iv) Swiss Cottage tent 12' × 12' for personal office, (v) Two servants' pals 10' × 10'; (vi) Necessary tent 4' × 4'.</p> <p><i>For office establishment</i></p> <p>(vii) Bechoba 12' × 12', (viii) Pal for sepoy 15' × 15'.</p>
11	Deputy Inspectors General of Police (Northern and Southern Ranges)	<p><i>For personal use</i></p> <p>(i) One 14' × 14' hill tent with sywans enclosed and dhurries for living, and bath room, (ii) One 12' × 12' Swiss Cottage with extra kanat and dhurrie for front verandah (sleeping tent), (iii) One 12' × 12' hill tent for personal office (with two enclosed sywans), bath room for ditto, (iv) Two servants' pals 12' × 12'; (v) One necessary tent 4' × 4'</p>
		<p><i>For office</i></p> <p>(vi) One 12' hill tent with two open sywans, (vii) One servants' pal 15' × 15' for sepoy</p>
12	District Superintendents of Police in the Presidency proper.	<p><i>For personal use</i></p> <p>(i) Single pole regulation tent 14' × 14', (ii) Swiss Cottage tent 12' × 12' with circular bath rooms, (iii) Miniature Swiss Cottage tent 10' × 10' (office), (iv) Two servants' pals 10' × 10', (v) Necessary tent 4' × 4'</p> <p><i>For office establishment</i></p> <p>(vi) Bechoba 12' × 12'; (vii) Servants' pal 15' × 15', for sepoy</p>

Serial No	Designation of Government servants	Class of tents
13	Assistant Superintendents of Police in the Presidency proper	<p data-bbox="687 268 871 293"><i>For personal use</i></p> <p data-bbox="553 319 1065 529">(i) Hill tent 12' x 12' with one bath room 6' x 6' x 6' (with flat roof, living), (ii) Bechoba 12' x 12' with one bath room 6' x 6' x 6' with flat roof (sleeping); (iii) Miniature Swiss Cottage tent 10' x 10' (office), (iv) Two servants' pals 10' x 10', (v) Necessary tent 4' x 4'</p> <p data-bbox="665 548 916 573"><i>For office establishment</i></p> <p data-bbox="553 597 1012 649">(vi) Bechoba 12' x 12', (vii) Servants' pal for sepoy 15' x 15'</p>
14	Deputy Superintendents of Police in the Presidency proper	<p data-bbox="553 674 1065 801">(i) Bechoba 12' x 12' (office) with a bath room 6' x 6' x 6', (ii) Swiss Cottage tent 10' x 10' (living), (iii) Servants' pal 15' x 15', (iv) Necessary tent 4' x 4'.</p>
15	Deputy Inspector General of Police, Criminal Investigation Department	<p data-bbox="553 826 1065 1005">(i) 14' Hill tent with both sywans enclosed for office and living dhurries for sywans, 1 pair, (ii) 12' Hill tent with one sywan (for sleeping), (iii) Bath Room for do, (iv) Necessary tent 4' x 4', (v) Two servants' pals 10' x 10'.</p> <p data-bbox="665 1030 874 1054"><i>Office establishment</i></p> <p data-bbox="553 1079 1057 1130">(vi) 12' Hill tent (with two open sywans), (vii) Servants' pal for Police (15' x 15')</p>
16	Deputy Superintendent of Police, Criminal Investigation Department	<p data-bbox="553 1155 1065 1410">(i) 12' Hill tent with sywans (one enclosed), for living and office Dhurrie for enclosed sywan, (ii) 12' miniature Swiss Cottage (with two extra windows) Dhurries one pair for verandah and bath room verandah chuk or kanat, (iii) 4' necessary tent, (iv) 10' Servants' Pal, (v) 10' Servants' Pal (for Sepoys)</p> <p data-bbox="665 1435 852 1460"><i>For personal use</i></p>
17	Deputy Inspector General of Police, Sind,	<p data-bbox="553 1485 1057 1582">(i) Two single pole tents 16' x 16' with four verandahs and one bath room each, (ii) Two necessary tents, (iii) Three servants' raotis 10' x 10'</p> <p data-bbox="654 1606 900 1631"><i>For personal office use.</i></p> <p data-bbox="553 1656 1057 1734">(iv) Single pole tent 16' x 16' of the Regulation pattern with 4 verandahs and accessories</p> <p data-bbox="642 1759 889 1784"><i>For office establishment</i></p> <p data-bbox="553 1789 990 1841">(v) Hill tent 10' x 10' with sywans. (vi) Orderly's pal 15' x 15'.</p>

Serial No	Designation of Government servants	Class of tents
18	District Superintendents of Police, Sind	(i) Single pole tent 16'×16' with 4' verandah and one bath room, (ii) Single pole tent 14'×14' with 4' verandah and one bath room, (iii) Necessary tent 4'×4', (iv) Three servants' pals 10'×10' <i>Office establishment</i> (v) Hill tent 10'×10' with sywans, (vi) Orderly's pal 15'×15'
19	Assistant Superintendents of Police, Sind	(i) Single pole tent 14'×14' with 4' verandah and one bath room, (ii) Hill tent 12'×12' with sywans, (iii) Necessary tent 4'×4', (iv) Two servants' pals 10'×10' <i>For office establishment</i> (v) Hill tent 10'×10' with sywans, (vi) Orderly's pal 15'×15'
20	Deputy Superintendents of Police, Sind	(i) Two hill tents 12'×12' with sywans, (ii) Necessary tent 4'×4', (iii) Servants' pal
21	Director of Public Health	(i) Single pole tent 14'×14', (ii) Hill or Swiss Cottage tent 12'×12', (iii) Kabul pal 10'×10', (iv) Servants' pal—area not to exceed 150 square feet, (v) Raotis for four peons—area not to exceed 150 square feet, (vi) Necessary tent 4'×4'
22	Educational Inspectors and Inspectresses	(i) Hill tent 12'×12' with bath room, (ii) Servants' pal 12'×12' <i>Office</i> (i) Hill tent 12'×12' with bath room, (ii) Servants' pal 12'×12'
23	Agent to the Governor-General in the States of Western India	(i) Double pole tent 24'×16' (living), (ii) Hudson's raoti 14'×14', (iii) Two servants' pals 15'×15', (iv) Necessary tent 4'×4' <i>For personal use</i> (v) Single pole tent 16'×16', (vi) Shamiana for Darbar 20'×20' <i>For office establishment</i> (vii) Single pole tent 16'×16', (viii) Two pals for peons 12'×12', (ix) Two pals for escort 12'×12'.

Serial No	Designation of Government servants	Class of tents
24	Resident, Kolhapur, and Political Agent, S M Country States	<i>For personal use</i>
		(i) Single pole tent 16'×16' (living), (ii) Hudson's room 14'×14' (iii) Two servants' pals 12'×12', (iv) Necessary tent 4'×4'
		<i>For personal office use</i>
		(v) Single pole tent 16'×16', (vi) Shamiana for Darbar 20'×20'
25	Political Agent for Cutch and for Morvi in Adhor	<i>For office establishment</i>
		(vii) Single pole tent 16'×16', (viii) Pal for peons 15'×15'
		<i>For personal use</i>
		(i) Same as No 24
26	Political Agent, Palanpur	<i>For personal office use</i>
		(ii) Single pole tent 16'×16'
		<i>For office establishment</i>
		(iii) Single pole tent 16'×16', (iv) Two pals for peons 12'×12'. (v) Two pals for escort 12'×12'
27	Political Agent, Mahi Kantha	<i>For personal use</i>
		(i) Same as No 25
		<i>For personal office use</i>
		(ii) Same as No 25
28	Prant Officers in Kathiawar	<i>For office establishment</i>
		(iii) Same as No 25
		<i>For personal use and personal office use</i>
		(i) Same as No 25
29	Political Agent, Rajmundry	<i>For office establishment.</i>
		(ii) Same as No 25
		<i>For personal use</i>
		(i) Same as No 25
30	Political Agent, Rajmundry	<i>For personal office use</i>
		(ii) Single pole tent 16'×16'
		<i>For office establishment</i>
		(iii) Single pole tent 16'×16', (iv) Two pals for peons 12'×12', (v) Two pals for escort 12'×12'

Serial No	Designation of Government servants	Class of tents
		<p><i>For office establishment</i></p> <p>(ii) Single pole tent 16'×16', (iv) Pal for peons 12'×12', (v) Two pals for escort 12'×12'</p> <p><i>For personal use</i></p>
29	District and Sessions Judge in Kathiawar	<p>(1) Same as No 25</p> <p><i>For personal office use</i></p> <p>(ii) Single pole tent 16'×16'.</p>
		<p><i>For office establishment</i></p> <p>(iii) Single pole tent 16'×16', (iv) Pal for peons 12'×12', (v) Pal for escort 12'×12'</p> <p><i>For personal use</i></p>
30	Personal Assistant to the Agent to the Governor General in the States of Western India	<p>(1) Same as No 25</p> <p><i>For personal office use</i></p> <p>(ii) Single pole tent 16'×16'</p>
		<p><i>For personal use</i></p> <p>(1) Same as No 25</p> <p><i>For personal office use</i></p> <p>(ii) Single pole tent 16'×16'</p> <p><i>For office establishment</i></p> <p>(iii) Same as No 25</p> <p><i>For personal use</i></p>
31	Assistant Political Agent, S M Country	<p>(1) Same as No 25</p> <p><i>For personal office use</i></p> <p>(ii) Single pole tent 16'×16'</p> <p><i>For office establishment</i></p> <p>(iii) Same as No 25</p> <p><i>For personal use</i></p>
32	Assistant Political Agent, Palanpur	<p>(1) Same as No 25</p> <p><i>For personal office use</i></p> <p>(ii) Single pole tent 16'×16'</p> <p><i>For office establishment</i></p> <p>(iii) Single pole tent 16'×16', (iv) Two pals for escort 12'×12', (v) Pal for peons 12'×12'.</p> <p><i>For personal use</i></p>
33	Assistant Political Agent, Mahi Kantha	<p>(1) Same as No 25.</p>

Serial No	Designation of Government servants	Class of tents
34	Political Resident, Aden	<p><i>For personal office use</i></p> <p>(n) Single pole tent 16' x 16'</p> <p><i>For office establishment</i></p> <p>(iii) Same as No 32</p> <p>(i) Two Swiss Cottage tents 16' x 16' for personal use and European visitors,</p> <p>(ii) Two Swiss Cottage tents 12' x 12',</p> <p>(iii) Four tents, I P G S 160 lbs For personal followers, peons and orderlies.</p> <p>(iv) Two tents single pole I P Officers for personal use,</p> <p>(v) One Shamiana 20' x 20' for use on State occasions,</p> <p>(vi) Four tents I P sepoy No 1 for Arab guests,</p> <p>(vii) Two tents necessary 6' x 6'</p> <p><i>For office establishment</i></p> <p>(ix) One tent E P private,</p> <p>(x) Four N O double fly 80 lbs tents,</p> <p>(xi) One S S tent</p> <p>(xii) Two tents I P G S 80 lbs (for guards and escort)</p>

Appendix 10 referred to in note 2 to Supplementary Rule 173.

Last of Government servants and establishments to whom the provisions of Rule 173 (2) have been extended

1. The Commissioner in Sind and his covenanted and Native Assistants
- 2 The Divisional Commissioners, their Assistants and Establishments
- 3 Manager, Encumbered Estates in Sind
- 4 The Superintendents of Land Records.
- 5 The Mamlatdars deputed to audit jamabandi accounts.
6. The Commissioner of Excise.
7. All Superintendents of Excise except the Superintendent of Excise, Bombay Suburban Division
8. All Superintendents of Salt Revenue
- 9 The Conservators of Forests, Northern, Central and Southern Circles, and the Conservator of Forests, Sind Circle
- 10 The Divisional Forest Officers in charge of Working Plans
- 11 The Divisional Forest Officer, Dharwar-Bijapur, and his establishment
- 12 The Divisional Forest Officer and Sub-Divisional Forest Officer, Poona
- 13 The Shrivastadars attached to the Divisional Forest Officers, Working Plans, Northern and Central Circles
- 14 The Range Forest Officer, Chikhli Range, in the Surat Division
- 15 Clerks of the office of the Divisional Forest Officer, Working Plans, Central Circle
- 16 The Inspectors of Sanitation and Vaccination
17. Assistant Superintendents of Vaccination in Kathiawar
- 18 The Educational Inspectors
- 19 The Assistant Political Agent, Southern Maratha Country.
20. A Police Inspector who may be appointed in charge of the Detective branch

Appendix 11 referred to in Supplementary Rule 180.

(a) The following Government servants and their establishments are exempted from the operation of rule 180 unconditionally —

1. Establishments of, and Executive Officers attached for duty to the office of, the Collector of Salt Revenue, Bombay.

2 Junior Civilians and Probationary Deputy Collectors attending the Survey and Agricultural class at Poona for training.

3 The Surveyor in charge of the survey party of Head Munshis and Graduates in Sind, and all Government servants attending survey training courses held outside the stations where they are quartered, on the understanding that men who fail to pass the examination held after the training course are not to be allowed the concession when attending a second course

4 Shroffs accompanying remittances, provided that the Currency Officer or the Mint Master certifies that the detention for more than 10 days was necessary and unavoidable.

5. Local Auditors on the staff of the Examiner of Local Fund Accounts.

6. (a) The District and Sessions Judge, Broach and Panch Mahals, in respect of halts for civil work and sessions work at Godhra

(b) Sessions Judges of Dharwar, Kanara and Thana in respect of halts for sessions work at the places specified opposite their respective names, as follows —

Sessions Judge, Dharwar	Hubli.
Sessions Judge, Kanara	Sirsi and Halyal
Sessions Judge, Thana	Alibag.

7. Inspectors of Steam Boilers and Prime Movers.

8 The Special Auditor, Co-operative Societies, Bombay, and his office assistants

9. The Special Auditors' Co-operative Societies, Poona and Dharwar

10 Menial servants in all Departments including peons on the reserve staff of the Distillery Supervisors, Northern and Southern Circles

Note —Book-binders, if inferior servants are included within this category

11 All Mamlatdars' karkuns including the Magisterial karkuns draw daily allowance for the first 120 days of absence from headquarters in each financial year For halts after the first 120 days, the limitation in rule 180 applies

12 All Medical officers and subordinates deputed to attend the training classes in Clinical Bacteriology and technique at Kasauli for the whole period of the duration of the classes

13 Such Assistant Directors of Public Health as may be deputed to the Malaria Class at Delhi may be allowed to draw daily allowance during the period of their halt there

14 Sub-Judges and their establishments temporarily transferred to the head-quarters or to the interior of the district are entitled to halting allowances at full daily rates for the first month and at half rates for the second and third months of the period of transfer, after which the allowance ceases. The period of three months will not include a vacation. The allowance will not also be granted for the Christmas and Easter holidays, if no special duty is performed during the holidays unless the special duties are continued after the holidays

15 Assistant Forest Engineers and the establishment employed under them

16 Clerks required to accompany Commissioners of Divisions to Mahableshwar on duty

(b) The following Government servants and their establishments are exempted from the operation of rule 180 on the understanding that camp equipage is maintained —

1. The Superintendent of Lights and his establishment —

2 Establishments (including peons) of Divisional Commissioners and office establishments (other than peons and menial servants) of the Commissioner of Excise (Subject to the production of a certificate to the effect prescribed in rule 194 (c) as regards periods of halt exceeding 10 days)

3 Permanent Surveyors of the field parties attached to the offices of the Superintendents of Land Records, Northern, Central and Southern Divisions, subject to the conditions mentioned in clauses (a) and (b) of rule 180, and to the further condition that the full daily allowance admissible to them does not exceed the extra expenditure which they may have to incur by reason of the prolonged halt

4 The Circle Inspectors entertained for the work of partition of estates under Civil Courts decrees subject to the conditions mentioned in clauses (a) and (b) of rule 180. They may draw full daily allowance after the first 10 days' halt at one place subject to the condition that it does not exceed the extra expenditure which they will have to incur by reason of the prolonged halt

5 The Nimtandars employed on pot-hisa phalni work subject to the conditions mentioned in clauses (a) and (b) of rule 180, and to the further condition that the full daily allowance admissible to them does not exceed the extra expenditure which they may have incurred by reason of the prolonged halt

6 Deputy Superintendents of Land Records, Northern, Central and Southern Divisions, and their establishments, subject to the

conditions mentioned in clauses (a) and (b) of rule 180 and to the further conditions that the prolonged halt does not exceed one month in each case and that the full daily allowance admissible does not exceed the extra expenditure which they may have to incur by reason of the prolonged halt

7 Government servants of the Forest Department (including the Chief Conservator of Forests and their establishments)

8 The Executive Engineer, Assistant Engineer or Sub-Divisional Officer, in the Persian Gulf Division, for the period of his employment in the Gulf on condition that camp equipage is maintained, or, in its absence, extra expenditure is incurred by him after the first ten days of halt

9 A Police or any other Government servant attending a fair, durbar or agricultural exhibition, when the Magistrate of the district certifies that his presence was necessary

Note—Police Constables of the Khandesh District are not allowed travelling allowance under this rule for halts of more than 10 days, when detached for duty at the Maheji and other fairs in that district

10 Establishments of Political officers in cases in which the controlling officer certifies that the expenses (for locomotion only) incurred by a Government servant are greater than the whole allowance for the journey in the course of which the halt occurs. This exemption does not extend to the establishment of a Collector, who is also Political Agent of a small Indian State

11 Office establishment (including the Deputy Assistant Political Agent who officiates as Daftardar or Native Assistant) of the Agent to the Governor-General in the States of Western India

12 The Inspectress of Girls' Schools in Sind during halts not exceeding 30 days

13 Clerks accompanying the Educational Inspectors and Inspectresses on their tours of inspection on the understanding that prolonged halts are necessary in the interests of the public service and that such halts entail extra expense on them after the first 10 days

14 Government servants in charge of the excursion party, Sir J J School of Art, subject of the production of a certificate from the Director of Public Instruction on each occasion that the conditions laid down in clauses (a) and (b) of rule 180 have been fulfilled

15 Government servants in Sind and their establishments subject to the production of a certificate similar to that mentioned in rule 194 (c)

16 Upper Subordinates and Lower Subordinates in the Archæological Department up to a limit of 30 days in each case subject to the conditions mentioned in clauses (a) and (b) of rule 180.

17 The Surveyor appointed for the City Survey Offices at Anand and Borsad in the Kaira District for the period of his visit to Anand periodically and at clearly fixed intervals subject to the condition that the full daily allowance admissible to him does not exceed the extra expenditure which he may have incurred by reason of the prolonged halt

18 The Surveyor appointed for the maintenance of the City Survey records of Kalyan and Bhiwandi talukas and his peon for the period of their halt at Bhiwandi.

Appendix 12 referred to in Supplementary Rule 187.

Maximum scales prescribed under, and officers entitled to the benefits of, Supplementary Rule 187

(a) A carriage and two horses or one motor car (including two syces or one chauffeur), four servants and 50 maunds of personal luggage—

- 1 The Settlement Commissioner and Director of Land Records.
2. The Chief Conservator of Forests, Bombay Presidency
- 3 The Forest Engineer, Bombay Presidency.
- 4 The Director of Agriculture
- 5 The Registrar of Co-operative Societies
- 6 The Superintendents, Civil Veterinary Department, Bombay Presidency
- 7 The Director of Public Instruction
- 8 The Director of Public Health
- 9 The Surgeon General with the Government of Bombay
- 10 The Inspector General of Police
- 11 The Inspector General of Prisons
- 12 The Judicial Commissioner of Sind
- 13 The Deputy Director of Agriculture, Sind
- 14 The Assistant Registrar of Co-operative Societies, Sind.
- 15 The Superintendent, Civil Veterinary Department, Sind.
- 16 The Deputy Superintendent, Civil Veterinary Department, Bombay Presidency
- 17 The Superintendent of Salt and Excise, Sind.
- 18 The Chief Engineer in Sind
- 18A The Chief Engineer, Lloyd Barrage and Canals Construction.
- 19 The Deputy Inspector General of Police for Sind.

(b) Three servants and 50 maunds of personal luggage—

- 1 The Agricultural Engineer, Poona.
- 2 The Director of Industries.
- 3 The Deputy Director of Agriculture, Animal Breeding.
- 4 The Inspector of Science Teaching
- 5 The Inspector of Training Schools
- 6 The Inspector of Drawing and Craft Work, Bombay Presidency.
- 7 The Inspector of European Schools
- 8 The Sanitary Engineer to Government.
- 9 The Mechanical Engineer to Government
- 10 The Electrical Engineer to Government
11. The Executive Engineer, I C Boring Works
- 12 The Chief Engineer, Roads and Buildings.
13. The Chief Engineer for Irrigation.

Appendix 13 referred to in clause (b) of Supplementary Rule 188.

Last showing the number of horses and bicycles and the amount of camp equipment that may be conveyed at Government expense

Designation of Officer	Camp equipment	Horses	Bicycles
Deputy Inspectors General of Police	Maunds 40 (exclusive of tents)	2	1
Deputy Directors of Agriculture	20	1	1 (An additional horse in lieu of the bicycle may be taken by the Deputy Director of Agriculture in Sind)
Agricultural Organizers			1
The Assistant Registrar, Co operative Societies, N D	20	1	1
The Assistant Registrar, Purchase and Sale			
The Personal Assistant to the Registrar of Co operative Societies			
Inspector of Factories			1
Members of the Sanitary Board	35	2	
Superintending Engineers	35	2	2
Executive Engineers	25	2	2
Assistant Executive Engineers	20	1	1
Assistant Engineers	15	1	1
Upper Subordinates of the P W D	15	1	1
Sub overseers	5	Nil	1
Clerks, P W D			1

Note —1 Where one or more horses are allowed according to the above table, one motor-car may be carried instead of all the horses

- 2** An Additional bicycle may be carried in lieu of one of the horses shown in the above table, provided the total number of bicycles does not exceed two, and the cost does not exceed what is admissible under the table
- 3** In the case of Gazetted Officers one bicycle may be a motor cycle, with or without side car
- 4** In no case should a Government servant be allowed to charge for more than two camels or horses or one motor-car

Appendix 14 referred to in Supplementary Rule 192.*Special rules regarding the grant of conveyance hire*

1 Appraisers of the Karachi Customs House are entitled to actual conveyance charges, subject to the maximum of Rs 1-8-0 per trip, for their journeys to the Karachi Post Office to examine and assess the duty on articles received from foreign ports by post

2 The following Government servants are allowed actual travelling expenses not exceeding Re 1 for journeys by boat to and from the Island of Elephanta.—

Karkuns of the Uran Taluka; the talati of Shve Saza in the Uran Mahal of the Panvel Taluka, and the Revenue and Police patil of the Island of Elephanta in the Uran Petha in the Panvel Taluka of the Kolaba district

3 Surveyors in charge of the survey classes at Poona and Belgaum are entitled to actual conveyance hire subject to a maximum of 8 annas a day.

4 The Huzur Deputy Collector of Hyderabad for the time being who performs the duties of the Superintendent of the Economic Garden in the town of Hyderabad may draw for carriage expenses in connection with the discharge of such duties an allowance not exceeding Rs 15 a month.

5 The two forest guards in charge of the Uran sub-range of the Panvel taluka are entitled to an allowance of Re 1 a month each for journeys by boat to and from the Island of Elephanta on duty

6 Clerks of the office of the Inspector General of Prisons, when detailed to inspect the offices of the Yeravda Central Prison and the printing press attached to it, are entitled to draw actual conveyance charges for their journeys from Poona City to Yeravda and back

7 Head constables and constables travelling on duty between Uran and Elephanta, and between Uran and Hog Island, are entitled to actual travelling expenses by boat subject to a maximum of Re 1 for head constables and of 8 annas for constables

8 A subordinate officer of the Bombay City Police draws actual conveyance hire when travelling on duty within a short distance of headquarters in the following cases, provided always that whenever practicable the tramway cars shall be used and not hack carriages —

(a) To any Court and back to quarters, when attending Court on duty, or to give evidence provided the quarters are not near to the Court,

(b) When directed by the Court to serve any immediate process,

(c) When directed to bring a witness who is immediately required in Court;

(d) When taking to and from Court a prosecutor, prisoner, or witness who is unable, from illness, injuries or any other good cause, to walk to and from the Court, and who has no money;

(e) When proceeding to ships in harbour by the direction of a Magistrate and for serving processes of the Court in Marine cases, whenever such expenses are not recoverable from the parties concerned In this case boat hire may also be sanctioned when necessary ,

(f) When bringing European or any other prisoners, whom it may not be safe to lead along the public streets, from jail, etc , and taking them back ,

(g) When required to go on duties which the Commissioner of Police may certify to be emergent ,

(h) In the case of heinous offences or other crimes which, in accordance with standing police rules, have to be investigated on the spot by European officers or detectives ,

(i) When searching for or pursuing escaped criminals ,

(j) When employed upon special duty, in connection with the Mohurram, or to preserve order at any place of public resort, worship, entertainment or public gathering, provided that the distance exceeds one mile and the Commissioner certifies that the charge is necessary ,

(k) In the case of European members of the Police Force not drawing permanent horse or conveyance allowance to and from their headquarters when employed on any of the duties mentioned in the preceding rules or when required to attend the Commissioner's office, provided the Commissioner certifies that the charge is necessary ,

(l) The following subordinate officers of the Bombay City Police may charge the actual cost of moving their luggage on transfer from one station to another within the City, subject to the following maximum rates —

	Bombay	
	Rs	a.
Inspector (whether European or Indian)	20	0
Deputy Inspector (whether European or Indian)	15	0
Sergeant ..	12	0
Sub-Inspector ..	12	0

9. Inspectors and Sub-Inspectors of the Central Police Training School are entitled to a daily allowance of Re 1 and annas 8 respectively, when actually away from the school on practical work

10 The Chaplains of the Churches of England and Scotland in Bombay other than Cathedral Chaplains are entitled for attending funeral services at the Sewri Cemetery, to the carriage hire actually paid by them, whatever the conveyance may be subject to the condition that it should be limited to the daily allowance admissible to them under the ordinary rules or to that admissible under special orders issued

by Government from time to time Cathedral Chaplains taking funerals to the Sewri Cemetery may draw their actual expenses for the journey to Sewri and back subject to a limit of Rs 10 per funeral

11 The Director of Public Instruction is entitled to the actual conveyance hire, up to a maximum of Rs 3 per diem, incurred by him while on duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there

12 The Inspector of European Schools and the Inspector of Science Teaching, Bombay Presidency, are entitled to actual conveyance hire not exceeding Rs 3 a day for the period during which they are engaged on inspection duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there

13. The Educational Inspector, Bombay Division, is allowed actual conveyance expenses not exceeding Rs 3 per diem for inspection duty in the City of Bombay The allowance can be drawn in addition to his permanent travelling allowance

14. The Deputy Educational Inspectors at Ahmedabad, Surat, Karachi and Poona and each of their assistants are entitled to a carriage allowance of Rs 70 per annum for the journeys performed by them in connection with the inspection of municipal and aided schools located in their respective cities

15 The Inspector of Drawing and Craft-work, Bombay Presidency and a Government servant in the subordinate Educational Service officiating as Inspector of Drawing and Craft-work are entitled to the actual conveyance hire, up to a maximum of Rs 3 and Rs 2 per diem respectively for inspection work in Bombay

16 Clerks under the following officers are entitled to the actual expenses incurred by them for the hire of conveyance subject to a maximum of 12 annas each per diem, on the day on which they accompany the officer concerned on inspection duty in the City of Bombay, in addition to any other travelling allowance due in respect of the halt there.—

The Director of Public Instruction,

The Educational Inspectors, Northern, Central and Southern Divisions,

The Inspector of Science Teaching,

The Inspector of European Schools, Bombay Presidency,

The Inspectress of Urdu Girls' Schools,

The Inspectress of Girls' Schools in Bombay and Northern Division,

The Deputy Educational Inspector of Urdu Schools in the Central Division,

The Deputy Educational Inspector, Bombay.

17 The Auditor in the office of the Director of Agriculture at Poona is entitled to actual conveyance hire for journeys within five miles of his headquarters.

18 The Inspector of Steam Boilers stationed permanently in Sind is allowed actual conveyance expenses for inspecting boilers in the Town of Karachi

19 Officers of the Co-operative Department whose headquarters are at Bombay are allowed to draw actual conveyance hire when travelling on duty within the limits of Bombay City subject to the maximum of Rs 3 per diem provided that, whenever practicable, trains and tramway cars should be used in preference to hackney carriages

20 The Supervisors of Distilleries, Northern and Southern Divisions, are allowed to draw actual conveyance hire not exceeding Rs 2 and Rs 4 respectively for visiting the distilleries at their headquarters.

21 The third class Magistrate subordinate to the City Sub-divisional Magistrate of Ahmedabad who is also the railway Magistrate, is allowed actual conveyance hire whenever he is required to hold inquests on accidents occurring in the railway limits

22 The Inspecting staff, consisting of a reader and two clerks of the office of the District Superintendent of Police, Poona, are allowed to draw conveyance charges for going and returning on inspection duty, from their office to the Police Station office at Kirkee and to the headquarters of the Sub-Inspector of Police

23 The House Surgeon, the Bombay and Subordinate Medical Service Officers at the Gokuldas Tejpal Hospital are allowed actual conveyance hire whenever they are required to attend the Coroner's Court

24 The Head Clerk or the Sheristedar accompanying the City Magistrate, Poona, to record depositions in criminal cases against convicts in the Yeravda Jail, is entitled to draw actual conveyance charges for his journeys from Poona to Yeravda and back

25. Inspectors and Jemadars of the Aden Police should be allowed to draw the actual cost of moving their baggage on transfer subject to the following maximum rates.—

	Inspectors	Jemadars	Head constables and constables
	Rs. a	Rs a	Rs a
From Maala to Crater and <i>vice versa</i>	4 0	2 0	1 0
From Maala to Sheikh Othman	6 0	3 0	1 8
From Maala to Tawahi	4 0	2 0	1 0
From Tawahi to Crater	6 0	3 0	1 8
From Tawahi to Sheikh Othman	10 0	5 0	2 8
From Crater to Sheikh Othman	8 0	4 0	2 0
From Tawahi Harbour Police to Tawahi Land Police	2 0	.	.

Note—When a constable has a family he may be allowed Re 1 extra for their conveyance

Appendix 15 referred to in clause (b) of Supplementary Rule 200.

Name of Constituency	Headquarters of Constituency
Bombay City (North) } Bombay City (South) }	Bombay City
Karachi City	Karachi
Ahmedabad City	Ahmedabad
Surat City	Surat
Sholapur City	Sholapur
Poona City	Poona
Ahmedabad District	Ahmedabad
Broach District	Broach.
Kaira District	Kaira.
Panch Mahals District	Godhra.
Surat District	Surat.
Thana District	Thana
Ahmednagar District	Ahmednagar.
East Khandesh District	Jalgaon.
Nasik District	Nasik.
Poona District	Poona.
Satara District	Satara.
Belgaum District	Belgaum
Bijapur District	Bijapur.
Dharwar District	Dharwar
Kanara District	Karwar.
Ratnagiri District	Ratnagiri.
Eastern Sind	Hyderabad.
Western Sind	Larkana.
Sholapur District	Sholapur.
Kolaba District	Ahibag
West Khandesh District	Dhulia.
Bombay City (Muhammadan)	Bombay City.
Karachi City (Muhammadan)	Karachi.
Ahmedabad and Surat Cities (Muhammadan)	Ahmedabad.
Poona and Sholapur Cities (Muhammadan)	Sholapur.
The Northern Division (Muhammadan)	Ahmedabad
The Central Division (Muhammadan)	Poona
The Southern Division (Muhammadan)	Belgaum

Name of Constituency	Headquarters of Constituency
Hyderabad District (Muhammadan)	Hyderabad.
Karachi District (Muhammadan)	Karachi
Larkana District (Muhammadan)	Larkana
Sukkur District (Muhammadan)	Sukkur
Thar Parkar (Muhammadan)	Mirpurkhas
Nawabshah District (Muhammadan)	Nawabshah
Upper Sind Frontier District (Muhammadan)	Jacobabad
Bombay City (European)	Bombay City
Presidency (European)	Bombay City
Deccan Sardars and Inamdars	Satara
Gujarat Sardars and Inamdars	Ahmedabad.
Jagirdars and Zamindars (Sind)	Hyderabad
Bombay University	Bombay City
Bombay Chamber of Commerce	Bombay City
Karachi Chamber of Commerce	Karachi
Bombay Trades' Association	Bombay City
Bombay Millowners' Association	Bombay City.
Ahmedabad Millowners' Association	Ahmedabad
Indian Merchants' Chamber and Bureau	Bombay City.

Appendix No. 16 referred to in Supplementary Rule 222.

Scale of rates prescribed by Government for the purpose of clause (c) of Rule 222

Department of Government servants

Maximum rate of pay
for the purpose of clause (c)
of Rule 222

Maund

The Commissioner in Sind	}	50
The Commissioner of Divisions		
The Commissioner of Excise		
The Collector of Salt Revenue		
The Chief Engineer		
The Settlement Commissioner and Director of Land Records	}	15
The Director of Agriculture		
Collectors of Districts including the Deputy Commissioner, Upper Sind Frontier		
Conservators of Forests		
The Superintendent, Civil Veterinary Department (after 12 years' service)		
Superintending Engineers of Divisions	}	35
Executive Engineers		
Assistant Collectors.		
Divisional Forest Officers		
The Registrar, Co-operative Societies		
Superintendents of Land Records.	}	35
The Superintendent, Civil Veterinary Department (up to 12 years' service)		
Civil Surgeons		
Assistant Directors of Public Health		
Educational Inspectors		
Assistant Executive Engineers	}	30
Deputy Collectors.		
Assistant Conservators of Forests		
Extra Assistant Conservators of Forests		

Designation of Government servant	Maximum weight of tents to be carried free of charge
	Maunds.
Assistant Commissioners in N D , C D , S D. and in Sind	}
Superintendents of Salt and Excise	
Military Assistant Surgeons and Bombay Medical Service Officers	
Assistant Engineers (Provincial) and Upper subordinates in receipt of pay exceeding Rs 200	
Mamlatdars	}
Rangers	
Upper subordinates in receipt of pay not exceed- ing Rs 200	
	30
	15

Notes —1 A Government servant on transfer between a lower and higher appointment should be allowed the benefit of higher scale

2. Any of the above officers on transfer to or from a post, from which he is liable to revert to any of the posts given above is entitled to the concession

Appendix 17 referred to in Supplementary Rule 243.

List of Government servants who are required to go to a hill station on duty

1. Commissioner, Central Division - at Mahabli hwar for six weeks of the period during which Government are established at that place.
2. Surgeon-General with the Government of Bombay - at Mahabli hwar during the hot season. He will be granted only the mileage allowance for the journey.

Appendix 18 referred to in Supplementary Rule 245.*Last of Government servants who are permitted to go to a hill station on duty*

1. Heads of Departments are permitted to accompany Government to hill stations provided they do so at their own expense

2. The Collector of Satara is permitted to reside at Mahableshwar during the months of April and May for a total period not exceeding six weeks

3. The Commissioner, Northern Division, is permitted to visit Matheran and to grant similar permission to such officers serving under him in the Northern Division as had enjoyed the privilege before the Karjat Taluka was transferred from Thana to Kolaba District

4. The Assistant Director of Public Health, Sind Registration District, is permitted to enjoy a short recess in the hills during the hot weather. If during this recess he is required to proceed on duty to another station, he may be granted at the discretion of Government, travelling allowance for the journey to that station and back

5. The Political Agents, Mahi Kantha and Palanpur, and their Assistants are allowed to reside at Mount Abu during the hot weather on the following conditions —

(i) that the visits are only for brief periods,

(ii) that a prescriptive right in respect of such visits is not created;

(iii) that the sanction of Government is obtained on each occasion;

(iv) that there shall be no extra expense to Government on account of travelling allowance or allowances for establishment,

(v) that the Political Agent and Assistant Political Agent of either Agency shall not be permitted to be absent from their charge at the same time

6. The Inspectress of Girls' Schools in Sind is permitted to spend one month of the hot weather annually at Quetta, provided no travelling or halting allowance is claimed by her and that the previous permission of the Director of Public Instruction is obtained

7. The Government of India have directed that the Accountant General may, without further sanction, visit the summer headquarters of Government for a fortnight in each year, but he should first consult Government as to the time when he should avail himself of this concession, in case of an opportunity being desired for the discussion of any matters of importance. He should also give previous intimation of his intention to the Auditor-General who will satisfy himself that the proposals do not interfere with any special accounts

requirements. The visit to the hills should not entail any extra expense to Government.

(G. I. L. D. No. 4570 I. F. dated 18th August 1911. G. B. F. D.
No. 7021 dated 12th September 1911.)

8. The Assistant Legal Remembrancer is permitted to stay ten days at the head-quarters of Government between the date on which Government leave Bombay and 10th June and another 10 days between 10th June and the date of Government's return to Bombay. For these journeys he may be allowed mileage allowance to and from the full station but no halting allowance will be allowed.

Appendix 19 referred to in Supplementary Rule 322.

No.	Designation of Government servants	Special rules and conditions
1	Resident at Aden Any Assistant to the Resident at Aden, Native Assistant to the Resident at Aden Clerks and Interpreters to any of the above	<p>When travelling by road these officers are provided with 20, 10, 6 and 2 camels, respectively and are entitled to half the travelling allowance ordinarily admissible</p> <p>When travelling between Aden and Sheikh Othman, the Native Assistant to the Resident as well as the clerks and interpreters are entitled to draw their actual travelling expenses</p>
2	The Executive Engineer, Eastern Nara, and his establishments	When travelling by steamer supplied at the expense of the State Provided a certificate is furnished by the Government servant concerned that complete camp equipage was maintained throughout the period occupied by the journey
3	The establishment accompanying the Commissioner in Sind, the Deputy Commissioner, Upper Sind Frontier, and the Superintending Engineer, Sind	When travelling by steamer supplied at the expense of the State Provided a certificate is furnished by the Government servant concerned that complete camp equipage was maintained throughout the period occupied by the journey.
4	Officers and Subordinates of the Irrigation Department in Sind	<p>When travelling by steamer supplied at the expense of the State These Government servants draw ordinary travelling allowances subject to the following conditions, namely —</p> <p>(a) that the Government servant concerned, or, if he be of lower rank than an Executive Engineer, the Executive Engineer, certifies that complete camp equipage was maintained throughout the journey, and</p> <p>(b) that mileage allowance cannot be drawn in lieu of daily allowance for journeys over twenty miles by steamer or partly by steamer and partly by road, unless the portion of the journey performed by road exceeds twenty miles, when mileage should be calculated on the road journey only</p>
5	Collector of Salt Revenue ..	When travelling by boat supplied at the expense of the State.
6	Superintendents of Salt Revenue	When travelling by boat supplied at the expense of the State

Appendix 20 referred to in Supplementary Rule 329.

List of Controlling Officers for travelling allowance purposes

Serial No	Government servant or establishment	Controlling Officer.
1	Assistant Collectors of Customs	Commissioner of Customs, Salt and Excise
2	Lower Subordinates employed in the Archaeological Department.	Superintending Engineer
3	Deputy Secretaries and Under Secretaries to Government and their Office establishments	Deputy Secretaries and Under Secretaries to Government
4	Superintendents of Excise	Commissioner of Excise
4A	Clerical and Putta establishments of the Superintendent of Excise	Commissioner of Excise
4B	Non-gazetted officers, including clerical and menial staff, of the Excise Department	Superintendents of Excise
5	Superintendents of Salt	Collector of Salt Revenue.
6	Non-gazetted Executive officers, clerical and menial establishments of the Salt Department	Superintendent of Salt Revenue
7	Clerical and Putta establishment of the Superintendent of Salt Revenue	Collector of Salt Revenue.
8	Coast Guard establishments	Superintendent of L.G.Lts
9	Collectors	Commissioner in Sind and Commissioners of Divisions.
10	Superintendents of Land Records, Southern Division	Divisional Commissioners and Commissioner in Sind
11	District Inspectors of Land Records	Superintendents of Land Records
12	Sub-Divisional officers, Junior Civilians and Deputy Collectors not placed in charge of any talukas, Personal Assistants to Collectors, Mamlatdars, Mukhtarkars, District Agricultural Inspectors and Chitnisies.	Collectors
13	Huzur establishments, and Taluka establishments other than office establishments under Mamlatdars, e g, Talatis, members of Land Records Department under Mamlatdars (Circle Inspectors, Measurers, Classers, etc)	Collectors or their Personal Assistants
14	Peons on the establishment of Mamlatdars	Mamlatdars
15	Do of Sub-Divisional Officers	Sub-Divisional Officers
16	Office establishments under Assistant and Deputy Collectors (including Superintendents of Land Records), Mamlatdars and District Inspectors of Land Records	Assistant and Deputy Collectors (including Superintendents of Land Records), Mamlatdars and District Inspectors of Land Records
17	Consulting Surveyor to Government	Consulting Surveyor to Government

Serial No	Government servant or establishment	Controlling Officer
18	District Survey Offices (including the Central Record Office, Ahmedabad)	Divisional Superintendents of Land Records
19	Survey Mamlatdars in the Northern, Central and Southern Divisions	Superintendents of Land Records, Northern, Central and Southern Divisions
20	City Survey establishments	Superintendents of Land Records, Northern, Central and Southern Divisions
21	Forest Officers in the Presidency proper and Sind	Conservators of Forests
22	Assistant Forest Engineers, Saw Doctor and other establishment in the Engineering Branch	Executive Engineer, Forest Department
23	Executive, Protective and Office Staff, serving under Divisional Forest Officers	Such Divisional Forest Officers as may have been authorized by the Conservators
24	Dangs Police	Personal Assistant to the Collector of Surat
25	Registration Department in Districts	District Registrars
26	Inspectors of Registration	Inspector General of Registration
27	Private Secretary of H E the Governor..	Private Secretary to H E the Governor
28	Surgeon to H E the Governor	Military Secretary to H E the Governor
29	Military Assistant Surgeon at Government House, Bombay	Do do
30	Military Secretary to H E the Governor	Do do
31	H E the Governor and his household establishment (except the officers of his personal staff)	His Excellency the Governor
32	Chief Justice and other Judges of the High Court	Chief Justice and other Judges of the High Court
33	Members of the Executive Council of the Governor and Ministers	Members of the Executive Council of the Governor and Ministers
34	Chief Judge, Small Causes Court, Chief Presidency Magistrate	Government, Home Department
35	Registrars and Deputy Registrars, Original and Appellate Sides	Chief Justice, High Court
36	Judges of the Small Causes Court, Bombay	Chief Judge
37	Presidency Magistrates	Chief Presidency Magistrate
38	District and Small Causes Courts	District Judges

Serial No	Government servant or establishment	Controlling Officer
39	Assistant Judges, Sub Judges, Judges, Small Causes Courts, Inspecting Sub Judges	District Judges
40	Superintendents, Central Prisons	Inspector General of Prisons.
41	Staff under the Criminal Tribes Settlement Officer	Criminal Tribes Settlement Officer
42	Establishment of the Inspector General of Police, and Personal Assistant to the Inspector General of Police	Inspector General of Police
43	All Superintendents Assistant Superintendents and Deputy Superintendents of Police, clerical establishments of the Deputy Inspectors General of Police in charge of Ranges and any Officers or Constables serving immediately under the Range Deputy Inspectors General of Police	Range Deputy Inspectors General of Police
44	Principal, Central Police Training School, Police Probationers and Probationary Deputy Superintendents of Police at the School	Deputy Inspector General of Police, Northern Range
45	Officers of and below the rank of Inspector on the staff of the Police Training School, the students of the School and Clerical and Menial establishment	Principal, Police Training School
46	Subordinate Government servants under the Superintendent, Railway Police, G I P and M & S M Railway	Superintendent, Railway Police, G I P and M. & S M Railway
47	Criminal Investigation Department Officers, Constables and clerical establishments	Deputy Inspector General of Police—Criminal Investigation Department
48	Inspectors, all ranks below Inspectors, and the clerical establishments within their charges	Superintendents of Police
49	Superintendents, Assistant and Deputy Superintendents in Sind and the Superintendents on the Sind Railways	Deputy Inspector General of Police, Sind.
50	Deputy Inspectors General of Police	Deputy Inspectors General of Police
51	Deputy Commissioners, Superintendents, Inspectors and all ranks serving below them in the Bombay City Police	Commissioner of Police, Bombay.
52	Superintendents, Assistant and Deputy Superintendents of Police, Kathiawar.	Personal Assistant to the Agent to the Governor-General in the States of Western India
53	Deputy Inspectors General of Police, Northern and Southern Ranges and Criminal Investigation Department.	Inspector General of Police.

Serial No	Government servant or establishment	Controlling Officer
54	(a) Archdeacon of Bombay	Archdeacon of Bombay
	(b) Do of Lahore	Bishop of Lahore
55	(a) Chaplains of the Church of England in the Presidency Proper	Archdeacon of Bombay
	(b) Chaplains of the Church of England in Sind	Archdeacon of Lahore
	(c) Chaplains of the Church of Scotland	Presidency Senior Chaplain, Church of Scotland, Bombay
	(d) Presidency Senior Chaplain, Church of Scotland, Bombay	Do do
56	Assistant Political Agents and Deputy Assistant Political Agents in Kathiawar	Agent to the Governor General in the States of Western India
57	Political Agents, Palanpur and Mahi Kantha	Commissioner, N D
58	Assistant Political Agents, Cutch	Political Agent, Cutch
59	Assistant Resident, Kolhapur	Resident at Kolhapur
60	Assistant Residents in Aden	First Assistant Resident, Aden
61	Travelling allowance bills of any Government servants payable at Kamaran	Administrator at Kamaran
62	Office establishments under Assistant and Deputy Political Agents, Rewa Kantha, Mahi Kantha and Palanpur	Assistant and Deputy Political Agents in Rewa Kantha, Mahi Kantha and Palanpur
63	Educational Officers in the Presidency proper and the Educational Inspector in Sind	Director of Public Instruction
64	Officers and establishments subordinate to the Educational Inspectors and Head Masters of High Schools and High School establishments	Educational Inspectors, Northern, Central and Southern Divisions, and the Educational Inspector in Sind
65	Chief Inspectors of the Factory and Steam Boiler and Smoke Nuisances Departments	Director of Industries
66	Inspectors, etc, of the Factory and Steam Boiler and Smoke Nuisances Departments	Chief Inspectors
67	Registrar of Companies	Registrar of Companies
68	Military Assistant Surgeons and Bombay Medical Service officers holding Civil Surgeoncies	Military Assistant Surgeons and Bombay Medical Service officers holding Civil Surgeoncies in connection with journeys on transfer, and Surgeon General in cases of other journeys

Serial No	Government servant or establishment	Controlling Officer.
69	Military Assistant Surgeons, Bombay Medical Service officers and Subordinate Medical Service officers attached to Bombay Hospitals	Medical Officers in charge of Hospitals
70	Officers in charge of dispensaries in the districts and establishments under Civil Surgeons	Civil Surgeons
71	(i) Stipendiary students (Civil) in B. J. Medical School, Poona	Surgeon General
	(ii) Stipendiary students (Civil) in Hyderabad Medical School, and B. J. Medical School, Ahmedabad	Superintendents of Medical Schools
	(iii) Stipendiary students (Military)	Surgeon General
72	Director of the Bombay Bacteriological Laboratory and other offices under him	Do
73	Department of Public Health	Director of Public Health
74	Registrar, Co-operative Societies and his Department	Registrar, Co-operative Societies
75	Veterinary Department	Superintendent, Civil Veterinary Department
76	Establishment of the Superintendent, Civil Veterinary Department, Bombay Presidency	Deputy Superintendent, Civil Veterinary Department, attached to the office of the Superintendent, Civil Veterinary Department, Bombay Presidency
77	Superintendent, Civil Veterinary Department, Sind and Rajputana	Commissioner in Sind
78	Deputy Directors of Agriculture and Divisional Inspectors of Agriculture	Director of Agriculture
79	Director of Industries and his establishment	Director of Industries
80	Officers and establishments in the Government Central Press, Bombay, and the Yeravda Printing Press	Superintendent, Government Printing and Stationery, Bombay
81	Executive, Assistant Executive and Assistant Engineers and subordinates who are subdivisional officers	Superintending Engineers
82	Other subordinates to the Executive Engineers except those mentioned above	Executive Engineers
83	All officers, and subordinates under the Chief Engineer and Secretary, Indus River Commission	Chief Engineer and Secretary, Indus River Commission
84	Electrical Engineer to Government	The Chief Engineer, Roads and Buildings

Serial No	Government servant or establishment	Controlling Officer
85	Clerical establishment under the Electrical Engineer, Electrical District	Electrical Engineer
86	Superintending Engineers, Lloyd Barrage and Canals construction	Chief Engineer, Lloyd Barrage and Canals construction
87	Subordinates under the Superintending Engineer, No II Project Division and the Superintending Engineer himself	Superintending Engineer, No II Project Division
88	Government servants employed under the Consulting Architect to Government	Consulting Architect to Government
89	Land Manager, Development Directorate, Bombay, and subordinate Government servants under him	Land Manager, Development Directorate, Bombay
90	Chief Engineer, Reclamation Branch, and subordinate Government servants under him	Chief Engineer, Reclamation Branch
91	Superintending Engineers, Nos 1, 3, and 4 Project Divisions, and subordinate Government servants under them	Superintending Engineers, Nos 1, 3 and 4, Project Divisions
92	Subordinate Government servants under Superintendent, Bombay Suburban Survey	Superintendent, Bombay Suburban Survey
93	Superintendent, Bombay Suburban Survey	Deputy Director of Development, Bombay
94	Special Assistant to the Collector, Bombay Suburban District, and subordinate Government servants under him	Special Assistant to the Collector, Bombay Suburban District
95	The Director of Information and his subordinate establishment	The Director of Information
96	The Director of Labour Office and his subordinate establishment	The Director of Labour Office
97	Office establishment of the Oriental Translator to Government	The Oriental Translator to Government
98	All other Heads of Departments	All other Heads of Departments

Appendix 21.

List of charges for the provision of special trains of high officials of Government and for the haulage of carriages reserved for their use when travelling on duty by railway

1. When high officials of Government mentioned in the schedule below travel on duty by railway, the rates therein given for special trains and for the haulage by ordinary trains of carriages reserved for them are payable on all railways in India except on His Exalted Highness the Nizam's Guaranteed State Railway, the Darjeeling-Himalayan Railway, the Nilgiri Railway and the Kalka-Simla Railway —

Schedule

I For special trains for high officials of Government authorised to travel by such trains—

(1) The haulage charges to be—

(a) On railways of the standard (5' 6") gauge*†—

	Rs a p		
For a special train of not more than ten 4-wheeled or 6-wheeled coaching vehicles, including two brake-vans to be used for luggage .	5	0	0 per mile.
Minimum total charge for a journey	250	0	0
For an additional engine .	3	0	0 per mile
For additional vehicles in excess of ten 4-wheeled or 6-wheeled vehicles :			

Vehicles	Carriages specially built or provided by the State for high officials	Railway-owned stock
	Per mile Rs a p	Per mile Rs a p
Per vehicle other than a bogie .	0 6 0	0 12 0
Per bogie vehicle, including dining cars	0 12 0	1 8 0

* Double these charges, except the minimum charge of Rs 250, are leviable on the Ambala-Kalka Section of the Delhi-Ambala-Kalka Railway

† One and a half times these charges are leviable on the Hardwar-Dehra Railway.

(b) On railways of other gauges* :—

	Rs	a	p
For a special train of not more than ten 4-wheeled coaching vehicles, including two brake-vans to be used for luggage.	4	0	0 per mile
Minimum total charge for a journey	200	0	0
For an additional engine	3	0	0 per mile
For additional vehicles in excess of ten 4-wheeled vehicles			

Vehicles	Carriages specially built or provided by the State for high officials	Railway-owned stock
	Per mile Rs a p	Per mile Rs a p
Per 4-wheeled vehicle	0 4 0	0 8 0
Per 6-wheeled vehicle	0 6 0	0 12 0
Per bogie vehicle, including dining cars	0 8 0	1 0 0

NOTE (1) — All such special trains are counted as loaded throughout their run for purposes of charge, except Viceregal specials which, when running empty, are charged at half the rates in clause I (1)

NOTE (2) — The minimum charge of Rs 250 for broad gauge and Rs 200 for other gauges referred to in I (a) and (b) above, applies, to the total distance travelled on each run

- (ii) Each bogie to count in calculating the loads as two vehicles
- (iii) The above charges to be inclusive of all fares and luggage charges and all charges not specially provided for in this schedule
- (iv) Demurrage charges for detentions and stoppages *en route* when not necessary for railway purposes and not provided for in the original time table† to be levied at the following rates —
- (a) On railways of the standard (5' 6") gauge—

Per hour or fraction of an hour

	Rs	a	p
For each vehicle not the property of the State	0	8	0
For each engine kept in steam	10	0	0

(b) On railways of other gauges—

For each vehicle not the property of the State	0	4	0
For each engine kept in steam	8	0	0

* Double these charges are leviable on the Lashio Branch and on the Southern Shan States Railway

† Clause I (iv), above is intended to mean that demurrage is not to be charged for detentions to special trains which are provided for in the time table which is based on the tour programme of the high official using the train

II For haulage by ordinary trains of carriages reserved for high officials of Government for whose use special reserved carriages have been provided.—

(i) The haulage charges to be—

* (a) On railways of the standard (5' 6") gauge—

For vehicles other than bogies	..	$\left\{ \begin{array}{l} \text{loaded—6 annas} \\ \text{empty—3 „} \end{array} \right.$	Per vehicle per mile.
For vehicles running on bogies	..	$\left\{ \begin{array}{l} \text{loaded—12 annas} \\ \text{empty—6 „} \end{array} \right.$	

†(b) On railways of other gauges—

For 4-wheeled vehicles..	..	$\left\{ \begin{array}{l} \text{loaded—4 annas} \\ \text{empty—2 „} \end{array} \right.$	Per vehicle per mile.
For 6-wheeled vehicles..	..	$\left\{ \begin{array}{l} \text{loaded—6 annas} \\ \text{empty—3 „} \end{array} \right.$	
For vehicles running on bogies	..	$\left\{ \begin{array}{l} \text{loaded—8 annas} \\ \text{empty—4 „} \end{array} \right.$	

NOTE.—These charges are to cover the conveyance of servants travelling in the servants' compartment of the reserved carriage and, in the absence of any special provision on the subject, 6 maunds of luggage when carried in the luggage van and all charges, not specially provided for in this schedule

(ii) Vehicles requisitioned from the railway stock by high officials of Government for haulage by ordinary trains in addition to any special carriages built and provided for their use to be charged for at ordinary tariff rates

(iii) Demurrage charges at tariff rates will be levied in respect of the detention and stoppage *en route* of any vehicle (other than vehicles which have been expressly constructed for high officials of Government or for His Excellency the Viceroy) when reserved for high officials of Government travelling by ordinary train. In support of such charges, the railway administration must submit a written order signed by the official concerned, or by one of his staff officers, ordering such detention or stoppage.

* Double these charges are leviable on the Ambala-Kalka Section of the Delhi-Ambala-Kalka Railway and one and a half times on the Hardwar-Dehra Railway

† Double these charges are leviable on the Lashio Branch and on the Southern Shan States Railway.

III —Except in the case of requisition issued by the Military Secretary to His Excellency the Viceroy, who will continue to use the form at present in use by him, the form of requisition printed at paragraph VII should take the place of those hitherto used by High Officials of Government when requisitioning for accommodation whether by special or by ordinary trains under the rules and orders in force from time to time

IV —A Railway Administration is entitled to retain the fares paid by officers for the carriage of other persons travelling with them in their reserved carriages, in addition to the haulage charges prescribed under the rules

V —For the haulage of empty vehicles a certificate of the Traffic Manager or Traffic Superintendent of the Railway will be a sufficient voucher for such charges

VI —Brake-vans attached to special trains for high officials of Government, travelling on duty by railway, when not entirely used for the luggage of the High official concerned, should be allowed free of charge

VII —The form that should be used for distinguished visitors when travelling by railway is given on the reverse.

RAILWAY ORDER

To

The Traffic Manager, _____

Railway _____ Station

Please supply railway accommodation, according to the details below, on account _____

From of _____ Station

to _____ Station

Date _____ 19

Secretary to the
Government of India,
Foreign Department

No

Saloon or officers' carriage
1st class carriage
1st class compartment
2nd class carriage
2nd class compartment
Extra luggage not carried in
the above, Mds _____,
seers _____,

3rd class accommodation
for _____ servants

Certificate.

Dated _____ 19 .

RAILWAY ORDER

To

The Traffic Manager, _____

Railway _____ Station

Please supply railway accommodation, according to the details below, on account of _____

From _____ Station

to _____ Station.

Date _____ 19

Secretary to the
Government of India,
Foreign Department

No

Saloon or officers' carriage
1st class carriage
1st class compartment
2nd class carriage
2nd class compartment
Extra luggage not carried in
the above, Mds _____,
seers _____,

3rd class accommodation
for _____ servants.

Certified that conveyance as above has
been provided on this order

(Signature of party for whom the
accommodation is provided)

Dated _____ 19 .

This order, together with a bill for the
cost of the journey, should be submitted
by the Auditor or Examiner of Accounts
of the Railway on which the journey is
commenced to the Civil Accountant-
General with whom he is in account
for payment

Appendix 22 referred to in Supplementary Rule 90 (Note 1).
Rules for regulating the grant of compensatory allowances to Government servants under the Administrative Control of the Bombay Government stationed at certain Expensive Places

The following rules govern the grant of compensatory allowances to Government servants stationed at Bombay, Salsette, Poona and Karachi, who hold substantively or in an officiating capacity posts in the services mentioned in the annexed schedule and who draw only the scale pay or grade pay of these services with or without the addition of special pay. They do not apply to (1) officers who are not whole-time servants of Government, (2) officers whose pay has been revised in accordance with Government Circular No 438, dated the 25th June 1920, and (3) ministerial and menial servants of Government

Note—Probationers as defined in S R. 38 are eligible for the allowance

Rule 1—Government servants of the class specified above are entitled to the compensatory allowance on the scale detailed below.—

Scale for Bombay and South Salsette

- | | |
|--|---|
| (1) Officers on pay not exceeding Rs 250 per mensem | 40 per cent |
| (2) For officers on pay exceeding Rs. 250 but not exceeding Rs 500 per mensem | 40 per cent on the first Rs 250 and 30 per cent. on the excess over Rs 250 |
| (3) For officers on pay exceeding Rs 500 but not exceeding Rs 1,000 per mensem. | 40 per cent on the first Rs 250 ; 30 per cent on the second Rs 250 and 20 per cent. on the remainder |
| (4) For officers on pay exceeding Rs 1,000 but not exceeding Rs 1,500 per mensem | 40 per cent on the first Rs 250, 30 per cent on the second Rs 250, 20 per cent on the next Rs 500 and 10 per cent on the remainder. |
| (5) For officers on pay exceeding Rs 1,500 per mensem | Rs. 350 per mensem. |

Scale for Karachi, Poona and North Salsette

- | | |
|--|--|
| (1) For officers on pay not exceeding Rs 250 per mensem | 20 per cent |
| (2) For officers on pay exceeding Rs 250 but not exceeding Rs 500 per mensem | 20 per cent on the first Rs 250 and 15 per cent on the excess over Rs 250 |
| (3) For officers on pay exceeding Rs 500 but not exceeding Rs 1,000 | 20 per cent on the first Rs 250 , 15 per cent on the second Rs 250, 10 per cent on the remainder |
| (4) For officers on pay exceeding Rs 1,000 but not exceeding Rs 1,500 per mensem | 20 per cent on the first Rs 250 , 15 per cent on the second Rs 250, 10 per cent on the next Rs 500 , 5 per cent on the remainder |
| (5) For officers on pay exceeding Rs. 1,500 per mensem. | Rs 200 per mensem |

Note 1—The payment of the allowance is conditional on the provision of funds by the Legislative Council

Note 2—For the purposes of the above scale—

(i) the limits of Bombay, North and South Salsette are—

(a) Bombay Island,

(b) North Salsette Taluka of the Thana District (with officers stationed at Thana and Bhayandar),

(c) South Salsette Taluka of the Bombay Suburban District (with officers stationed at Bandra, Andheri, Kurla, Kandivlee, Chembur, Bhandup and Ghatkopar),

(ii) the limits of Karachi should be taken to include the limits of Karachi Municipality and the cantonments of Karachi and Manora,

(iii) the limits of Poona should comprise the area within a radius of 5 miles from Poona Post Office or in other words a boundary continuous with the boundary of the Poona City Taluka

Rule 2—The allowance will be based on pay as defined in Fundamental Rule 9 (21).

Rule 3—Officers who are required to tour regularly will draw the allowance only for the period from 1st May to 31st October. A list of officers who have been declared as non-touring officers for this purpose is given in annexure A

Note 1—An officer transferred from a touring to a non-touring appointment should, during the period of transit, be treated as a touring officer and be allowed during transit the allowance admissible at the lesser rate, if any

Note 2—The Mamlatdar, Poona City Taluka, and the Assistant Collector or Deputy Collector doing duty as Personal Assistant to the Collector of Poona should be considered as non-touring

Rule 4—Any existing local allowances other than local allowances of the Deputy Commissioners of Police, Bombay, or conveyance allowance or travelling allowances will be merged in the compensatory allowances now sanctioned. Government servants who receive free housing accommodation otherwise than as remuneration for extra duties performed by them should deduct from the amount of compensatory allowance due under these rules a sum equal to 10 per cent of their emoluments as defined in Fundamental Rule 45 (b) or the actual rent of the quarters, whichever is less

Note 1—In the case of Government servants whose present conveyance allowances exceed Rs 200 per mensem, excess should be considered as local allowance and merged in the compensatory allowance

Note 2—House allowances granted in lieu of housing accommodation received as remuneration for extra duties and house allowances drawn under G R, F D, No 84 dated 22nd September 1923, do not merge in this allowance. All other allowances should be deemed local allowances for the purpose of this rule

Note 3—When compensatory allowances are already attached to posts admitted to the compensatory allowances granted, Government servants who held the posts on or before 5th December 1923 are entitled to receive which allowance or sum of allowances is greater and draw the allowance now granted as soon as it exceeds the compensatory allowance. Government servants appointed after 5th December 1923 to posts admitted to this allowance are entitled to receive only compensatory allowance now granted

Note 1—Compensatory allowances which merge in this allowance should cease from 1st March 1923

Note 5—Government Servants who receive free housing accommodation on the ground that they are compelled to live on the site of their duty should be treated as receiving it as remuneration for extra duties and no deduction should therefore be made on that account from their compensatory allowance. A list of Government servants who are entitled to such free accommodation or receive house rent in lieu thereof is given in annexure B

Rule 5 —All medical officers admitted to this allowance, who are permitted private practice or who receive an allowance in lieu of private practice are entitled to draw this allowance at half rates. A list of medical officers who are entitled to the allowance at half rates is given in annexure C

Rule 6 —The allowance is not admissible during leave of any kind or on vacation. A Government servant, however, whose work requires him to be present on duty in the station during vacation should be permitted to draw the allowance if he is otherwise eligible for it under the rules. Any such officer applying for the allowance must attach to his pay bill a certificate that he was present on duty in the station during the vacation

Rule 7 —Except in cases in which the duty allowance was given for a specific addition to the work or responsibility of a post the compensatory allowance drawn by a Government servant in receipt of special pay containing a duty allowance should be diminished by an amount equal to half the amount of such duty allowance. A list of duty allowances granted for arduousness or importance of the duties attached to the posts and which do not contain any element of compensation for cost of living is given in annexure D

Rule 8 —The above rules are provisional and are liable to be withdrawn or modified in the event of a marked change in the cost of living in the localities to which the orders relate or in the conditions of service or pay of particular posts, whenever Government consider such modification or withdrawal to be justified

Government also reserve the right to admit or refuse the allowance to any individual officer or class of officers in any case in accordance with the general spirit of these rules

Schedule

I Officers of the—

- (1) Indian Civil Service
- (2) Bombay Civil Service—Executive Branch
- (3) Bombay Civil Service—Judicial Branch
- (4) Indian Forest Service.
- (5) Bombay Forest Service
- (6) Indian Police Service
- (7) Bombay Police Service
- (8) Indian Educational Service
- (9) Bombay Educational Service
- (10) Indian Agricultural Service
- (11) Bombay Agricultural Service
- (12) Indian Veterinary Service.
- (13) Bombay Veterinary Service.
- (14) Indian Medical Service
- (15) Bombay Medical Service
- (16) Indian Service of Engineers
- (17) Bombay Engineering Service

II	Mamlatdars
III	Head Accountants
IV	Military Assistant Surgeons
V	Non-Indian Medical Service Superintendents of Prisons
VI	Jailors
VII	Inspectors, Bombay Presidency Police.
VIII	Deputy Commissioner of Excise, Bombay
IX	Superintendents of Excise
X	Assistant Directors of Public Health, Poona and Karachi

Annexure A

The following officers should be treated as non-touring officers for purposes of Rule 3 —

Designation

- (1) Assistant Engineer in the office of the Superintending Engineer, N. D.
- (2) Assistant Engineers, Presidency District
- (3) Executive Engineer, Karachi Buildings
- (4) Assistant Engineers, Karachi Buildings
- (5) Assistant Engineer, office of Superintending Engineer, Indus Right Bank Division
- (6) Executive Engineer, Personal Assistant to the Chief Engineer, Lloyd Barrage and Canals Construction
- (7) Assistant Engineer, Personal Assistant to the Chief Engineer, Lloyd Barrage and Canals Construction.
- (8) Assistant Engineer, Personal Assistant to Superintending Engineer, Rohri Circle
- (9) Assistant Engineer, Personal Assistant to Superintending Engineer, Western Circle.
- (10) Assistant Engineer, Superintending Engineer, Central Division's Office
- (11) Assistant Executive Engineer, Personal Assistant for Buildings, Poona
- (12) Assistant Engineer-in-charge, Head Quarters Sub-Division, Poona
- (13) Executive Engineer, Government House District
- (14) Assistant Executive Engineer, Government House District.
- (15) Assistant Engineer, Government House District
- (16) Executive Engineer, Acting Executive Engineer and Assistant Engineers under the Sanitary Engineer, Poona
- (17) Assistant Engineer attached to the office of Superintending Engineer, Deccan Irrigation Division
- (18) Assistant Engineer, Electrical District, Poona
- (19) Assistant Engineers, Special Irrigation District.

Annexure B.

(Referred to in Note 5 under Rule 4)

Department	Designation of officers
Educational Department	<ol style="list-style-type: none"> (1) Principal, Elphinstone College, Bombay (2) Principal, Sydenham College of Commerce, Bombay (3) Professor of Indian Economics, Sydenham College of Commerce, Bombay (4) Principal, Secondary Training College, Bombay. (5) Lecturer in English, Secondary Training College (6) Principal, Royal Institute of Science, Bombay (7) Principal, Deccan College, Poona (8) Professor in charge of Deccan College Hostels. (9) Principal, College of Engineering, Poona (10) Professor in charge of Engineering College Hostels (11) Principal, Training College for Men, Poona (12) Professor of English, Deccan College (13) Superintendent of Workshop, Hostels, College of Engineering (14) Lady Superintendent, Training College for Women, Poona (15) Lady Superintendent, High School for Indian Girls, Poona (16) Superintendent, Yeravda Reformatory School
Medical Department	<ol style="list-style-type: none"> (1) All Bombay Medical Service Officers attached to Hospitals viz , J J Hospital, Andheri Dispensary, C P Wadia Dispensary, Thana and Civil Hospital, Thana (2) All Indian Medical Department Officers (3) Indian Medical Service Officers holding any of the following posts — <ol style="list-style-type: none"> (a) Resident Surgeon, St George's Hospital (b) Director, B B Laboratory (c) Assistant Director, B B Laboratory (d) Superintendent, Central Mental Hospital, Yeravda (e) Surgeon to His Excellency the Governor

Annexure C

(Referred to in Rule 5)

The following officers in the Medical Department stationed at Bombay, Salsette, Karachi and Poona should be considered as allowed private practice or given some allowance in lieu thereof Their compensatory allowance should, therefore, be regulated in accordance with rule 5 —

(a) All Indian Medical Service officers (except the Resident Surgeon, St George's Hospital, the Health Officer of the Port of Bombay and the Personal Assistant to the Surgeon General)

- (b) All Indian Medical Department officers (except the Assistant Surgeon, Government House Dispensary)
 (c) All Bombay Medical Service Officers

Annexure D

(Referred to in Rule 7)

List of appointments or officers in receipt of duty allowances which are not susceptible of reduction under Rule 7 —

Department	Designation of post	Amount of duty allowance or special pay
		Rs
Land Records	The Settlement Commissioner and Director of Land Records	250
	Superintendent of Land Records, Central Division	100
Excise	Personal Assistant to the Commissioner of Excise, Bombay	75
Forest	Extra Assistant Conservator of Forests, Poona	100
	Extra Assistant Conservator of Forests, Karachi	100
	Gurucharan Settlement Officer, Salsette	150
General Administration	Assistant Commissioner, Central Division	150
	Assistant Commissioner, Central Division (Uncovenanted)	100
	City Deputy Collector and Assistant Superintendent of Stamps, Karachi	100
Police	Superintendent of Police, B B & C I Railway	150
	Superintendent of Police, G I P and M & S M Railways	150
	Assistant Superintendent of Police, G I P and M & S M Railways	100
	Personal Assistant to the Inspector General of Police	200
	Superintendent of Police, Sind Railways	150
	Superintendent of Police, Sind C I D and Personal Assistant to the Deputy Inspector General, of Police for Sind	150
	Deputy Commissioner of Police, Bombay	200
Education	Principal, Elphinstone College, Bombay	250
	Principal and Professor of Chemistry, Royal Institute of Science, Bombay	150
	Principal, Training College for teachers in secondary schools, Bombay	150
	Principal, and Professor of Banking, Sydenham College of Commerce, Bombay	150

Department	Designation of post	Amount of duty allowance or, special pay
Education— <i>contd</i>		Rs
	Deputy Director of Public Instruction, Poona	150
	Principal, College of Engineering and Professor of Civil Engineering, Poona	250
	Principal and Professor of English Literature, Deccan College, Poona	150
	*Lecturer in Engineering, Engineering College, Poona, drafted from the Public Works Department	70
Medical Department	Resident Medical Officer, Thana	50
	Second Presidency Surgeon, Bombay	100
	Assistant Professor of Anatomy, Grant Medical College, Bombay	75
	Assistant Surgeon, J J Hospital, Bombay	30
	House Surgeon, Bai Motilal and Petit Hospital's, Bombay	60
	Senior Assistant Surgeon, St George's Hospital	50
	Assistant Surgeon, Government House Dispensary	Rs 50 special allowance Rs 30 staff allowance
	Assistant Surgeon doing duty at the B B Laboratory	100
	Health Officer of the Port of Bombay	100
	Teachers (B M S) Medical School, Poona	50 each
	House Surgeon, Sassoon Hospital, Poona	60
	Assistant Health Officer, Port of Karachi	50
	Chemical Analyser to Government	300
	Senior Medical Officer and First Physician, J J Hospital	150
Agricultural Department	Principal, Agricultural College, Poona	150
Co-operative Department	Personal Assistant to the Registrar of Co-operative Societies	100
Public Works Department	Executive Engineer, Special Irrigation District, Poona	250
Development Department	Personal Assistant to the Salsette Development Officer	100

*(20 per cent allowance over the pay in the regular line of the P W D)

Note 1—The compensatory allowance admissible to the House Surgeons, J J and G T Hospitals, should be reduced by half the staff allowance, i.e., by Rs 100 per mensem received by them

Note 2—The additional pay allowed to Indian Medical Service officers should be treated as part of pay and no reduction should be made on that account from the compensatory allowance of the officers concerned

Appendix 23, referred to in Supplementary Rule 90 (Note 2)

SECTION I.

Rules relating to the Bombay House Allowance Scheme

The object of the scheme, as at present devised, is to grant house-rent allowances to Government Officers stationed in Bombay as a measure of relief against the increased cost of living in this city as compared with a mofussil station and the difficulties experienced in obtaining suitable accommodation either in rented houses or in boarding houses and hotels at a reasonable cost. The Government reserve to themselves full power at any time to provide officers permanently resident in this place, with quarters at a suitable rental, or to reconsider the whole subject without admitting any vested rights to the concession in its present or any other form, or to any compensation owing to its withdrawal or modification. Officers temporarily resident in this place or not provided with quarters will receive allowances at the rates laid down in Rule III.

2 It has been considered unnecessary to frame the rules in such a way as to provide for all possible cases of claims to house allowance that may arise. Cases of abuse, when they do occur, should be dealt with according to the general spirit of the rules.

(S of S's Desp No 23-P W dated 26th August 1910, received with G I, F D, No 5436-Ex. dated 18th October 1910, G R, F D, No 1045 dated 23rd March 1911, G I, F D, No 181-E B dated 12th February 1915; G R, F D, No 1365 dated 27th March 1915, G R, F D, No 3526 dated 22nd September 1925)

Rules

I An officer to be eligible for the benefits of the scheme will ordinarily be required to fulfil the following conditions:—

(a) That he holds a post specifically admitted to the scheme by an order of Government who reserve an absolute discretion to admit or refuse to admit a post to the benefits of the scheme.

(b) That he has a wife or child or children of his, resident with him, such child or children being dependent upon him for support.

Note—The term "Child" or "Children" includes major sons and married daughters so long as they are residing with or wholly dependent upon the parent (the Government Servant).

[Auditor General's No 1026-A-344-23 dated 4th October 1923]

(c) That he is a Gazetted officer not belonging to provincial service.

(d) That his pay is not more than Rs 2,500 a month and that the maximum pay of his post or of the service to which he belongs is not less than Rs 500 a month.

Exception—An officer holding substantively a post admitted to the scheme and officiating in another not so admitted may, if his pay does not exceed Rs 2,500 a month, receive the benefit of the scheme, provided that the post in which he officiates would not have been excluded from the scheme but for the pay being in excess of the Rs 2,500 limit.

(e) That his head-quarters under the terms of his appointment are at Bombay.

Exception—The allowance may be drawn by officers who hold appointments in Bombay which have been admitted to the scheme, but actually reside

in the suburbs up to Andheri Station on the Bombay, Baroda and Central India Railway and Ghatkopar Station on the Great Indian Peninsula Railway

(G of I, F D, No 490 E B dated 26th January 1912, G R, F D, No 798 dated 6th March 1912)

II The following classes of officers will ordinarily be held to be *prima facie* ineligible for admission to the benefits of the scheme —

- (a) Officers of a provincial service
- (b) Officers provided with quarters by Government, whether free or on rent
- (c) Medical officers who are allowed the privilege of private practice
- (d) Touring officers who ordinarily make no long stay at headquarters, *viz*, Bombay
- (e) Officers who are not whole-time servants of Government
- (f) Officers holding appointments of a local character
- (g) Officers whose pay has been fixed or revised since 1895 with reference to their residence in Bombay

III The scale of the allowance is as follows —

Rate of salary	BOMBAY	
	Between the 1st May and 31st October	Between the 1st November and 30th April.
	Rs	Rs
Under Rs 300	40	50
Rs 300—499	65	100
Rs 500—999	80	170
Rs 1,000—1,499 }	70	140
Rs 1,500—1,999 }		
Rs 2,000—2,500	50	100

Note 1—The rate of the allowance admissible to the holder of a post at any time is determined in accordance with the actual amount of his pay at that time and not with reference to the pay of the post

Note 2—In cases in which the pay and allowances of a post are limited to a fixed maximum the allowances admissible under these rules do not count towards the maximum

IV The allowance is admissible only if the period during which the officer himself is actually present in Bombay (or other place residence at which, under the exceptions to Rule 1 (e), qualifies for the allowance) and has his family resident with him. It is not admissible during leave of any kind

Exceptions.—(1) An officer stationed at Bombay or other qualifying place mentioned under rule 1 (e) may draw the allowance in full for both the periods of the year, from May to October and from November to April, even if his family may not have been resident with him for the whole year. Provided that the period during which the family is so absent does not exceed four months in the aggregate. And provided further that a certificate* is given in the usual form that the full rent in Bombay or other qualifying place, as the case may be, continued to be paid by him

* See Forms A and B in the Schedule

and that his expenditure on house accommodation in Bombay or other qualifying place, as the case may be, was not reduced by sub-letting in any form.

(2) An officer may draw the allowance during any period of interruption in qualifying residence arising out of his own absence on official duty, if the interruption does not exceed two months, exclusive of the months of departure and return. Provided that the certificate referred to in exception (2) is given

Schedule.

FORM A

(Vide Rule IV)

(To be submitted when the officer and his family have both been present in Bombay for at least a portion of the month in respect of which the claim is made)

Certified that my $\frac{\text{my wife}}{\text{child}}$ resided with me at Bombay in the month of 192 , such $\frac{\text{child}}{\text{children}}$ being dependent upon me for support.

Certified that I $\frac{\text{wife}}{\text{child}}$ $\frac{\text{was}}{\text{were}}$ absent continuously from to [a] and that during this period my expenditure on house accommodation in Bombay was not less than if such absence had not occurred [a]

(Signature)

(Designation)

FORM B

(Vide Rule IV)

(To be submitted when either the officer or his family or both were absent from Bombay during the whole of the month in respect of which the claim is made)

my absence on duty

Certified that the absence of my $\frac{\text{wife}}{\text{child}}$ commenced on $\frac{\text{child}}{\text{children}}$

but is not expected to exceed two months exclusive of the months of departure and return, and that my expenditure on house accommodation at Bombay during the whole month of 192 was not less than if such absence had not occurred

(Signature)

(Designation)

(3) When an officer has taken a house or flat for the accommodation of his family for a fixed period of tenancy, he may continue to draw the

[a]—[a] This need only be added when the officer or his family were absent from Bombay during a portion of the month in respect of which the claim is made

allowance up to the termination of that tenancy even though his family be absent. It will for this purpose be necessary for him to furnish to the Audit Officer the dates of the commencement and termination of his lease and also a certificate that after taking account of any receipts through sub-letting, his expenditure on house accommodation has not been less than if the absence of his family had not occurred. The Audit officer will be at liberty, if necessary, to call for a copy of the lease

(Govt of India, F D, No 823-E B dated 1st May 1920, G O, F D, No 390 dated 28th May 1920, G R, F D, No 3526 dated 22nd September 1925)

Note 1—No retrenchments should be made on the ground of frequency of absence from Bombay (or other qualifying place mentioned under Rule 1 (e) of an officer or his family so long as the allowance is admissible under the letter of the rule. But the Audit Officer should report for the orders of Government any case in which it appears that the rules have been deliberately abused.

Note 2—The absence of an Educational Officer of the Professorial Branch during the period of vacation shall be treated as absence on official duty for the purpose of exception (2), provided that the officer certifies that his expenditure on house accommodation in Bombay (or other qualifying place mentioned under Rule 1 (e)) during the period of absence has not been less than if such absence had not occurred.

(S of S's Desp No 5 P W dated 23rd January 1914, received with G I, F D, No 185-E B dated 10th February 1914, G R, E D, No 1242 dated 6th April 1914)

Examples—The following claims to House Allowance under exception 2 above would justify action by the Local Government —

(a) An officer who is absent on duty from, say June 15th to September 15th, and whose family is absent from Bombay from September 10th to November 10th, claims allowance for the whole period, June 15th to November 10th.

(b) An officer's family is away from head-quarters from April 10th to July 30th, present on July 31st and August 1st and is absent again from August 2nd to November 15th, the allowance is claimed from 10th April to 15th November.

V The concessions under the scheme take the place of and are not given in addition to allowances, such as Presidency house-rent, Presidency allowance or allowances, hitherto granted by way of compensation for the extra cost of living in Bombay compared with a mofussil station.

VI Officers who were permitted to exercise the option of retaining Presidency or house-rent allowances and elected to do so and who have been continuously in the same appointment are permitted to draw these allowances until they vacate the posts or elect to come under the House Allowance Schemes.

Note 1—The tenure of a post is not interrupted by leave of any kind or by temporary duty of any kind, whether involving a transfer from Bombay or not, provided that the officer rejoins the post on the expiry of the leave or temporary duty and the orders connected with such leave or duty and the filling up of his place do not definitely imply that his connection with his old appointment has been completely severed.

Note 2—A change in the rate of pay drawn by the officer does not affect his title to protection as long as he continues to hold the same post.

Note 3—A definite change of appointment does destroy the title to protection even though the appointment subsequently held in Bombay (or other qualifying place mentioned under Rule 1 (e)) follows immediately the appointment held on the introduction of the scheme.

SECTION II.

Grant of House-rent allowance to officers appointed by the Secretary of State and stationed at certain expensive places

In view of the rise in house rents in the cities of Bombay, Karachi and Poona and the Island of Salsette, the following orders have been issued as a measure of relief, to take effect from 1st September 1923. —

(1) These orders apply to all officers appointed by the Secretary of State and serving directly under the Government of Bombay, other than in the Development Department, with the proviso that Government reserves an absolute discretion to disallow the allowance to any individual officer or class of officers. An officer who is also entitled under the Bombay House allowance scheme will be permitted to remain under that scheme or to come under the present scheme at his option, but when once his choice has been declared, it can only be revised with the sanction of Government.

(2) Where an officer with head-quarters in Bombay, Salsette, Karachi or Poona is not provided with Government accommodation and is privately paying rent exceeding 10 per cent of his emoluments for unfurnished accommodation, an allowance will be granted on the following scale —

Bombay—15 per cent of emoluments

Salsette taluka—12 per cent of emoluments

Poona and Karachi—10 per cent of emoluments

subject to the following limits. —

(a) that the allowance *plus* 10 per cent of the officer's emoluments does not exceed the rent actually paid,

(b) that the scale of accommodation occupied must be approved by Government,

(c) that an officer's family shall be deemed to include his wife, dependants and servants, if one or more other adults normally occupy the accommodation in addition, a reduction of 2/5ths of the rent will be assumed,

(d) that if an officer sublet part of his accommodation to another officer the allowance will be reduced by 10 per cent of the lessee's emoluments, if to a non-official a reduction of 2/5ths of the total rent paid will be assumed,

(e) that a certificate must be attached to each bill for the full allowance to the effect that none of the accommodation is sublet or occupied normally by adults other than an officer's family.

(3) Officers not provided with Government accommodation (either free or on rent) may, subject to Government approval of the accommodation and lease, engage accommodation and become entitled to the allowance on the same scale and conditions.

(4) If Government accommodation becomes available, Government may at any time direct an officer to occupy it and in the event of refusal stop the allowance.

(5) For the calculation of percentage on emoluments of I.M.S. Officers entitled to private practice, the emoluments shall be assumed to be

increased by Rs 300 per mensem and the percentage calculated on the total

(6) Officers who move with Government to Bombay, Poona and Mahabaleshwar will be entitled to the allowance on the Bombay scale (if they rent accommodation at each station)

(7) The allowance is admissible to unmarried as well as married officers and is admissible during temporary absence from head-quarters

(8) No officer may draw the allowance for more than one station at a time

(9) Where furnished accommodation is engaged, the allowance shall be on the same conditions but at the difference between the rent actually paid and $12\frac{1}{2}$ per cent of emoluments up to the percentages stated in sub-paragraph (2) above

(10) Officers living in their own houses will not be eligible for the allowance

(11) Officers desiring to take advantage of this allowance should apply to Government through Heads of Departments with details of the accommodation secured

(G R , F D , No 84 dated 22nd September 1923, No 84 dated 10th July 1924
and No 84 dated 19th August 1924)

Appendix 24.

Rules regulating the grant of Local Allowances

I—KARACHI LOCAL ALLOWANCES

(1) In view of the dearness of living in Karachi the non-gazetted superior establishments in that city are granted local allowances at the following rates —

On salary up to Rs 50	20 per cent.
On salary above Rs 50 but up to Rs 100	15 per cent
On salary above Rs 100 but up to Rs. 200	.. 10 per cent

subject to the condition that the local allowances should be reduced by half—

(i) in the case of officers who are provided with free quarters,

(ii) in the case of officers who are drawing house-rent allowance

Note—Salaries above Rs 50 up to Rs 52 should receive an allowance bringing them up to Rs 60, and salaries above Rs 100, up to Rs 104½, should receive an allowance bringing them up to Rs 115

II—THANA, KURLA AND OTHER LOCAL ALLOWANCES

Kurla and Bandra—All non-gazetted superior establishments (except the executive Police) serving in Bandra, and Kurla whose pay is fixed on the basis of the expense of living in the mofussil generally and not with special reference to expenses in those towns, shall receive local allowances on the following scale —

Rs 5 on salaries under Rs 20

15 per cent on salaries of Rs 20 and over but under Rs 50

12 per cent on salaries of Rs 50 and over but up to Rs 100

Salary above Rs 100 to be brought up to not less than Rs 112 by an allowance of the necessary amount

The officers eligible for these allowances, will in general be those who are liable to transfer to or from Bandra and Kurla on the same rate of pay under the following conditions —

(i) The local allowance will be payable in full to those who have to provide their house accommodation by renting quarters in Bandra, and Kurla or outside these places

(ii) Those who have houses either of their own or provided free by Government, and those who are in receipt of house-rent allowance, should be paid one-half of the local allowance admissible to them

(iii) The officers should be allowed to draw while on tour the local allowance to which they are entitled in Bandra and Kurla.

(iv) An officer who has to attend office in any of the three towns and is unable to obtain house accommodation at these places must produce a certificate from the Head of the office that he is unable to obtain quarters in the town in which he is serving and is obliged to rent them outside that town

(v) A clerk, who is really temporary, i.e., taken on for a specified period not exceeding one year for a specified purpose, will not be entitled to the allowance, a clerk who is called "temporary" but is in reality kept on from year to year on the general work of the office in which he is employed will be eligible for the local allowance

(vi) The local allowance should be excluded from the remuneration taken into account in applying the rules regulating the grant of grain compensation allowance

(2) The menial establishments are eligible for the local allowance subject to the following conditions:—

(i) The allowance will be payable only while the men are required to live in the abovementioned places and only to those who are not provided with quarters, and

(ii) Menials who are employed on temporary establishments or whose pay is treated as a contingent charge, and boy peons, will not be eligible for the allowance

Thana—(1) (a) with effect from 1st March 1926 the following rates of allowances are admissible to Government servants on pay up to Rs 100 per mensem.—

	Rate of local allowance per mensem per cent
On pay up to Rs 40 per mensem	20
On pay from Rs 41—60 per mensem	15
On pay from Rs. 61—100 per mensem	12

(b) with effect from 1st April 1925 Government servants on pay between Rs 101 and Rs 200 are eligible for 10 per cent local allowance

(i) Any existing local allowance and house-rent allowance granted otherwise than as remuneration for extra duties will be merged in the allowance admissible under this rule

(c) When compensatory allowances are already given to officers admitted to the present scheme those who are drawing the allowances at the time the present orders came into force will receive whichever allowance or sum of allowances is greater and will draw the allowance now sanctioned if and when it exceeds the existing allowance or sum of allowances

CHAPTER VI

COMBINATION OF APPOINTMENTS

405 For the orders issued by Government regarding combination of appointments under this chapter, *vide* the Delegation Schedules showing the delegations made by the Government of Bombay under Fundamental Rule 6

CHAPTER VII

DEPUTATION OUT OF INDIA

F. Rs. 50 and 51.

406 The Government of India may sanction the deputation of an officer of Government, whether paid from general revenues or a local fund or in foreign service on duty outside India otherwise than in Europe or America for not more than 12 months at the cost of Indian revenues

(G R, F D, No 13 dated 10th July 1922)

407 The Government of India, or, in cases in which the cost is met from Provincial revenues, a Local Government may depute a subordinate Police officer to any country outside India, to accompany or take charge of criminals or lunatics, or on any other business which is part of his duty as a police officer, and may grant to the officer so deputed—

- (a) full pay, for the entire period of absence from India, with
- (b) actual travelling expenses and a subsistence allowance not exceeding the following scale, while in any country outside India.—

	s	d
For an officer of the Inspector Class .	22	6 a day
For an officer of the Sergeant Class	15	0 a day
For an officer of the Constable Class		

(G R, H D, No 2963 dated 15th December 1922)

408 The Commissioner in Sind, the Inspector General of Police, Bombay Presidency, and the Commissioner of Police, Bombay, may depute a subordinate police officer to any country outside India, to accompany or take charge of criminals or lunatics, or on any other business which is part of his duty as a police officer and to grant to the officer so deputed —

- (a) full pay, for the entire period of absence from India, with
- (b) actual travelling expenses and a subsistence allowance not exceeding the following scale, while in any country outside India —

For an officer of the Inspector Class	20s a day
For an officer of the Sergeant Class	10s a day
For an officer of the Constable Class	7½s a day

The above powers should be exercised subject to the proviso that in all cases where an allowance of more than the following scale is sanctioned, the fact should be reported to Government —

For an officer of the Inspector Class	Rs 10 a day
For an officer of the Sergeant Class	Rs 7½ a day
For an officer of the Constable Class	Rs 5 a day

(G R, H D, No. 2963 dated 12th December 1923)

409 The period of the deputation runs from the date on which the Government servant makes over charge of his office in India to the date on which he resumes it or if the Government servant is on leave out of India at the time he is placed on deputation, the period of the deputation is the time actually occupied by the duty

(Auditor General's Circular No 3 dated 19th March 1923 , G R , F D ,
No 337 dated 18th April 1923)

CHAPTER VIII

DISMISSAL AND SUSPENSION

Pay and Allowances of Government servants who are dismissed or suspended. F R. 54.

410 No extra cost may ordinarily be imposed on the State by the grant of pay and allowances under Rule 54, without the permission of Government. In cases, however, where the cost does not exceed Rs 500 and where the period during which the Government servant has remained unemployed during suspension or dismissal does not exceed 6 months, the excess expenditure may be admitted on the sanction of the authority mentioned in rule 54.

411 In deciding whether any pay and allowance should be granted under rule 54 to Government servants in temporary employ the period for which the temporary appointment has been sanctioned should be taken into consideration.

412 A Government servant committed to prison either for debt or on a criminal charge, should be considered as under suspension from the date of his arrest, and therefore entitled only to subsistence grant under rule 53 until the termination of the proceedings against him, when, if he is not dismissed, an adjustment of his pay and allowances should be made according to the conditions and terms prescribed in rule 54, the full amount being given only in the event of the Government servant being considered to be acquitted of blame, or (if the imprisonment was for debt) of its being proved that the Government servant's liability arose from circumstances beyond his control.

413 The amount of subsistence grant (if any) already drawn, is to be deducted from the pay and allowances or proportion of them which may be granted under rule 54.

414 The places of dismissed Government servants should not be filled substantively, pending the result of such appeal as the rules permit.

415 The grant of pay and allowances or a proportion of them under fundamental rule 54 does not cancel any acting arrangements that may have been in force while the Government servant was under suspension or dismissal.

416 A Government servant of the Marine Department, whose duties are not confined to the shore, will draw while under suspension, rations or compensation in lieu thereof in addition to the subsistence allowance.

CHAPTER IX

COMPULSORY RETIREMENT AND RESIGNATION OF OFFICE

F. R. 56 (a) and (b).

417 The powers vested in the Local Government under clause (a) of Fundamental Rule No 56 and those given by clause (b) of that rule may be exercised by the authority competent to fill the appointment (if vacant) of the Government servant who is required to retire or is retained in service, so long as the said Government servant has not reached the age of 60 years

418 Each Government servant's case should be taken up when he is approaching the age of 55 and before the expiry of each extension of service. Extensions may not be granted for any period exceeding one year at one time, the first extension being given generally up to the end of the financial year. It is desirable in cases of extensions of service which require the sanction of Government that reports should be made at least two months before the necessity for sanction or fresh sanction arises.

419 No claim to compensation from a Government servant who is required to retire under the provisions of Fundamental Rule No 56 will be entertained.

420. When a Government servant has been refused an extension of service, he may in the absence of specific orders to the contrary be allowed to continue in service until he is relieved by his successor. In cases, however, where an extension of service has been applied for and granted, and no further extension is asked and sanctioned, the Government servant must be held to cease to be in the service of Government and to be entitled to no pay from the date of the expiration of the period for which the extension was granted. It is for the officer, under whom the Government servant, to whom the extension has been given, is serving, to take timely measures to ensure, as far as in him lies, that another Government servant shall be available to take over charge from the time-expired Government servant on the date on which the extension given terminates.

421 Without the previous sanction of Government no promotion whether acting or substantive on a permanent or temporary establishment should be given to a Government servant who is over the age of 55 years and therefore under extension. This order does not debar a Government servant after attaining the age of 55 years from earning an increment if the pay of the appointment held by him is on time scale, and does not apply to a Government servant the pay of whose appointment is enhanced, *e g*, as part of a scheme.

422 Sanction of Government is not needed for keeping inferior servants in service after 60 years of age.

Member of the Indian Civil Service who is not a Judge of a Chief Court. F. R. 51 (c) (i).

423 The period of five years referred to in Fundamental Rule 56 (c) (i) begins to run from the date on which the Government servant first takes up the office whether substantively or temporarily, provided that if temporary, he is confirmed without reverting to his substantive appointment, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher post, *i.e.*, the period of temporary promotion is included in the period of five years

(Audit Instruction No 25 issued by the Auditor General up to 31st October 1922)

Military Officers in Civil Employ. F. R. 56 (c) (vi).

424 Military Officers in civil employ are required to notify to the head of the department under which they may be serving their intention of retiring from the service

(G M No 6399 dated 8th November 1876)

**Military Officers in the Public Works Department.
F. R. 56 (c) (vi) (3).**

Administrative Instructions of the Governor-General in Council

425 An officer of the Corps of Royal Engineers holding rank below that of Chief Engineer, vacating office under Fundamental Rule 56 (c) (vi) (3) is not ordinarily eligible for reappointment to the Public Works Department. But exceptions to this rule may, at the discretion of the Governor-General in Council, be made in the case of officers, who, on account of specially accelerated military promotion for distinguished service in the field, have reached the rank of Major-General without attaining the departmental rank of Chief Engineer

426. No Chief Engineer of the Corps of Royal Engineers shall, without reappointment, hold the same post for more than five years

427 The period of five years up to which a Chief Engineer of the Corps of Royal Engineers can hold a post begins to run from the date on which the officer first becomes entitled to draw the full pay of the post, whether holding it substantively or in an officiating capacity, provided that if officiating he is confirmed in the post without a break of service

F. R. 56 (c) (vi) (4).

428 The period of five years referred to in Fundamental Rule 56 (c) (vi) (4) begins from the date on which the military officer takes up the office, whether substantively or temporarily, provided that, if temporarily, he is confirmed without reverting to his substantive post, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher post

Member of Council holding the Office of Governor. F. R. 57.

429 In the event of any Member of Council succeeding to the office of Governor, during a vacancy in that office, the term of his service as such Governor should be computed as part of his five years' service as a Member of Council, nevertheless in the event of his five years' service expiring while he holds the office of Governor, the Member of Council should continue to hold that office until the Governor duly appointed takes the execution of it upon himself

[Govt of India, Home Dept (Establishments), No 610, dated 11th Sept 1901
G R , G D , No 5484 dated 25th Sept 1901]

CHAPTER X

LEAVE

Military Commissioned Officers in Civil Employ F. R. 61 (a).

430 The period during which an officer of the Indian Medical Service is retained as a supernumerary in the Civil Department, under the orders contained in Government of India, Home Department, Resolution No 14-Medical-760-772 dated 12th December 1894, counts as service in the Civil Department for the purposes of F R 61 (a)

(G I, F D, No 4167-P dated 30th September 1896)

431 Temporary recall of a Military officer to Military duty in consequence of field operations does not cancel past officiating service for the purpose of F. R 61 (a)

(G I, F D, No 4072-P dated 11th August 1900)

432 The period of transit of a Military officer from the Military Department to the Civil Department should be treated as part of the three years' continuous officiating service referred to in F. R 61 (a)

(G I, F D, No 4043-P dated 30th June 1907)

433 A Military officer appointed provisionally is in permanent civil employ from the date of such provisional appointment and becomes subject to Civil Leave Rules, from that date

(G I, F D, No 4043-P dated 30th June 1907)

434 Service on plague duty rendered by an officer before his admission to the Indian Medical Service counts for leave under civil rules

(G I, F D, No 2076-P dated 27th April 1909)

435 The periods of plague duty performed by officers of the Indian Medical Service count towards the three years' officiating service which a military officer is required by F R 61 (a) to render in civil employ before he can be considered to be in permanent civil employ. Claims to the benefit of this order need be entertained in the case of those officers only who are already on the list of candidates for civil employment or who have shown themselves in the course of their plague duty to be fit for the list, to guard against the possibility of a junior officer who, for local reasons, has been appointed to plague duty, deriving an unfair advantage over his seniors, Government will decide on its merits any case in which the application of the rule would inflict hardship on officiating officers not employed on plague duty

(G I, F and C D, No 2037-P dated 27th April 1900)

Authorities by whom leave other than special disability leave may be granted. F. R. 66.

436 Any leave, other than special disability leave, admissible under the Fundamental Rules may be granted to a non-gazetted Government servant by the authority whose duty it would be to fill up his post if it were vacant, or by any other competent authority

437 No leave may be granted to a gazetted Government servant until a report as to the admissibility of the leave has been obtained from the audit officer.

438 On the receipt of such a report any leave, other than special disability leave, admissible under the Fundamental Rules may be granted to a gazetted Government servant by a competent authority.

439 A Government servant in foreign service in India may be granted by his employer leave for a period not exceeding four months provided that it is certified by the Account Officer to be admissible. Leave of longer duration may be granted by the authority who sanctions the transfer

General conditions of leave. F. R. 67.

440 (a) Leave should not be granted to an extent which would deplete the strength of a service or Department available for duty below the essential minimum

(b) Where the cadre of a service includes provision for appointments under the Government of India, particular care should be taken to see that the needs of that Government are properly complied with. The case of officers who apply for leave on average salary in India should be taken into special consideration for, as they can be readily recalled if necessary they stand on a different footing from officers who are out of convenient reach

(G of I, F D, No 1367-C S R dated 29th July 1920,
G O, F D, No 575 dated 30th September 1920)

441 When a Government servant applies for repeated grants of medical leave within short intervals, the attention of the Medical Board should be drawn to his case with a view to then carefully considering the term of absence necessary for his complete recovery

Short leave vacancies.

442 As a general rule, the duties of a Government servant absent on leave for a period not exceeding four months should be discharged by another Government servant in the same station or district. Only in exceptional cases, where there is no Government servant available on the spot, can the transfer of a Government servant from another station or district to officiate in consequence of a Government servant being on leave not exceeding four months in duration be allowed. In the case of posts held by members of the Indian Civil Service, if a member of that service is not available on the spot, a provincial service officer should be placed in charge of the vacant post

Combination of holidays with leave and joining time. F. R. 68.

443. When the day immediately preceding the day on which a Government servant's leave begins or immediately following the day on which his leave or joining time expires is a holiday or one of a series of continuous holidays the Government servant may leave his station at the close of the day before, or return to it on the day following, such holiday or series of holidays, provided that—

(a) his transfer or assumption of charge does not involve the handing or taking over of securities or of moneys other than a permanent advance,

(b) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties, account being taken in this connection only of the substitute who takes the place of the absent officer, and not of all the officers in the chain of arrangements arising from the officer's absence on leave, and

(c) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it

444 On condition that the departing Government servant remains responsible for the moneys in his charge, Government may declare that proviso (a) under rule 443 is not applicable to any particular case

445 Unless Government in any case otherwise direct—

(a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the first day after the holidays, and

(b) if holidays are affixed to leave, or joining time, the leave or joining time is treated as having terminated on, and any consequent rearrangement of pay and allowances takes effect from the day on which the leave or joining time would have ended if holidays had not been affixed

446 Holidays cannot be prefixed to joining time.

447 "Vacation" is a holiday for the purpose of Supplementary Rule No 443 above, with the limitations that vacation can be prefixed to leave only if the substitute takes over charge at the end of the vacation, and an absentee may affix vacation to leave, only if his substitute is transferred on the expiry of the leave, so as not to be on duty in the absentee's post during any portion of the vacation. Vacation may either be prefixed or affixed to leave but may not be both prefixed and affixed

Such extra days as the 28th to 30th December on which offices are allowed by executive order to be closed in continuation of holidays are

also recognised as holidays for the purpose of supplementary rule 443 for officers not in charge of a treasury

447A When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave

448 For Government servants serving in Sind, who, on return from leave, change steamers at Bombay, without landing there, and start for Karachi, the port of debarkation is Karachi

449 Sunday should be considered as a *dies non* for Chaplains proceeding on leave and they should be allowed the benefit of that day like other servants of Government provided the other conditions in the above supplementary rules are fulfilled

450 When a Government servant combines vacation with leave the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave

(G R., F D., No 3805 dated 7th February 1925.)

Recall from leave, F. R. 70.

451 Orders recalling an officer from leave out of India should be communicated to him officially through the High Commissioner for India. The orders of recall should state clearly whether the return to duty is optional or compulsory

(G R., F D., No 3035 dated 11th March 1924)

The form of medical certificate to be produced by a Government servant before returning to duty from leave granted for reasons of health with or without the production of a medical certificate. F. R. 71.

452 A Government servant who has taken leave in Asia on medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form —

“I, A B, do hereby certify that I have examined C D. of the Department and that I consider him fit to resume his duties in Government service.”

If the Government servant on leave is a gazetted officer, such certificate should be signed by a commissioned medical officer or a medical officer in charge of a civil station. If the Government servant on leave is not a gazetted officer the authority under which the Government servant will be employed on return from leave may, in its discretion, accept a certificate signed by any registered medical practitioner

(G. I., F D., No 1288 C S R dated 10th January 1922,
G R., F D., No 1122 dated 7th February 1922)

453 (a) The Secretary of State in Council has prescribed the following form of certificate to be produced by a Government servant on leave

out of Asia elsewhere than in Europe, North Africa, America or the West Indies —

“We certify that we have carefully examined C D. of the Department and find that he is in good health and fit to return to his duty in India ”

Date _____

Place _____

The certificate should be signed by two medical practitioners. If signed by foreigners, it should be attested by consular or other authority as bearing the signature of qualified medical practitioners ”

(G I, F D, No 197-C S R dated 6th March 1922,
G R, F D, No 1122 dated 22nd March 1922)

(b) The form to be used by a Government servant on leave out of Asia in Europe, North Africa, America or the West Indies will be supplied to him by the High Commissioner on application

454 Any Government servant who has been granted leave or an extension of leave, whether in or out of Asia, for reasons of health, though such leave or extension was not actually granted on medical certificate, may, at the discretion of the authority which sanctioned the leave or its extension, be required to produce a similar certificate of fitness before being permitted to return to duty.

455 When a Government servant who has been granted leave for reasons of health proceeds to Europe, North Africa, America, or the West Indies, the authority which granted the leave shall inform the High Commissioner whether a certificate of fitness is required under the second sentence of Fundamental Rule 71 Medical examination of female Government servants may either be dispensed with or a certificate signed by any female medical practitioner may be accepted The medical reports shall be regarded as confidential

456 The term “Government servant ” in line 1 of Fundamental Rule 71 applies to a permanent Government servant only

(Auditor General's Circular No 10 dated 15th December 1923,
G R, F D, No 337 dated 16th January 1924)

Overstay of leave. F. R. 73.

457 If the leave ends on a working day but is overstayed, any authorized holiday occurring before the Government servant rejoins should be counted as part of the time overstayed

(G I, F D, No 451 dated 24th January 1884, communicated
with G R, F D, No 476 dated 5th February 1884
G I, F D, No 1311 dated 30th May 1884)

458 Leave granted under the Military Leave Rules to officers in civil employ is subject to the limitations and conditions prescribed in Army Regulations, India, Volume II In cases where an extension

becomes necessary and is admissible, the procedure specified in paragraph 234-A, Army Regulations, India, Volume II, must be followed. Officers overstaying the period of leave granted them, should be dealt with under the provisions of paragraph 216 (i), (ii), or (iii) *ibid* according to the circumstances of the case

(G of I, A D, letter No 21725-1 (A G 7) dated 24th July 1914 of the Adjutant General in India, embodied in G R, P W. D., No E-10679 dated 26th September 1914)

Leave Procedure in the case of Government Servants in India. F. R. 74 (a)

SECTION I —LEAVE ACCOUNTS

459 The leave account required by Fundamental Rule 76 shall be maintained in F. R. Form 9 in Appendix I in the case of Government servants under the special leave rules and in F R Form 9A in Appendix I in the case of those under the ordinary leave rules

460 (a) The leave account of a gazetted Government servant shall be maintained by, or under the direction of, the principal auditor responsible for the audit of his pay

(b) The leave account of a non-gazetted Government servant shall be maintained, and the entries therein attested, by the head of the office in which he is employed

SECTION II —APPLICATION FOR LEAVE

461 Except as provided in rules 462 and 463 an application for leave or for an extension of leave must be made, through the intermediate departmental superiors (if any), to the authority competent to grant such leave or extension

462 An application for leave by a Chaplain of the Church of England must be forwarded, through the proper channel, to the Bishop of the Diocese, whether such Bishop is or is not competent to grant the desired leave

463 An application by a commissioned medical officer in permanent or temporary civil employ for leave exceeding four months, other than leave on medical certificate, or for an extension of such leave, must be submitted to the local administrative medical officer, by whom it will be forwarded to the Director-General, Indian Medical Service. The Director-General will countersign the application, if the state of the public service admits of the grant of the leave; otherwise, he will abstain from countersigning it. In either case, he will forward the application for disposal to the Government under which the applicant is serving

464 (a) Leave is granted to a Chaplain of the Church of Scotland attached to a Regiment in the same manner as to officers of the corps with which he is serving, subject to recommendation by the Presidency

Senior Chaplain, through whom applications should be forwarded. Whenever the proposal submitted by the Presidency Senior Chaplain in forwarding the application shows that arrangements cannot be made within the Presidency to fill the vacancy, the Lieutenant-General Commanding should, before sanctioning the leave, ascertain from Government that there is no objection to the leave being granted. Otherwise, he can dispose of the application without further reference. The title to leave should be ascertained by the Controller of Military Accounts in consultation with Civil Audit Officers.

(b) The leave of such a Chaplain appointed to a station is granted by the Local Government and notified in their Gazette.

465 Applications for leave from Military officers in civil employ, whether they are subject to Military Leave Rules or Civil Leave Rules, should be submitted to Government through the Civil Audit Officer, who audits the pay of the officers going on leave. No leave should be sanctioned to such an officer before a report is received from the Civil Audit Officer, who may, if he considers it necessary, consult the Controller of Military Accounts in charge of the officer's record of pension service, before certifying to the leave and specifying the leave-salary.

Note—The Civil Department when forwarding the application for leave from a Military officer holding an officiating appointment, should intimate whether the officer will revert to the Military Department in the event of the leave being granted.

Exception—The leave applications of the Military Secretary and Aide-de-Camp to His Excellency the Governor will be forwarded to Government through the Controller of Military Accounts, Southern Command and Poona District, to whom a copy of the Government notification granting leave will be forwarded when the leave is notified.

466 When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, he should communicate his intention to his immediate departmental superior when he sends in his application.

467 A Government servant transferred to foreign service must before taking up his duties in foreign service, make himself acquainted with the rules or arrangements which will regulate his leave during such service.

468 A Government servant in foreign service in India should submit his application for leave for a period not exceeding four months, to his employer through the Audit officer concerned. If the period is in excess of four months he should submit the application through his employer to the authority competent to grant the leave, along with the Audit officer's report thereon.

SECTION III —MEDICAL CERTIFICATES

469 Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties. In such cases, the opinion that the Government servant is permanently unfit for Government service should be recorded in the medical certificate.

470 Every certificate of a medical committee or a medical officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Government servant under the terms of his contract or of the rules to which he is subject

471 Before a gazetted Government servant can be granted leave, or an extension of leave, on medical certificate, he must obtain a certificate in the following form or as nearly in that form as the circumstances permit —

“ I, A B, Surgeon at (or of) . do hereby certify that C D of the . service (or Department) is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to ”

This certificate should be accompanied by a statement of the Government servant's case in form A in Appendix No 2

472 Having secured such a certificate, the Government servant must, except in cases covered by rule 475, obtain the permission of the head of his office or, if he himself is the head of an office, of the head of his department, to appear before a medical committee. He should then present himself with two copies of the statement of his case before such a committee. The committee will be assembled under the orders of the Administrative Medical Officer of the province in which the Government servant is serving, who will, where practicable, preside over it. The committee will be assembled either at the head-quarters of the province or at such other place as the Local Government may appoint

473 Before the required leave or extension of leave can be granted, the Government servant must obtain from the committee a certificate to the following effect —

“ We do hereby certify that, according to the best of our professional judgment, after careful personal examination of the case, we consider the health of C D to be such as to render leave of absence for a period of . months absolutely necessary for his recovery ”

474 Before deciding whether to grant or refuse the certificate, the committee may, in a doubtful case, detain the applicant under professional observation for a period not exceeding fourteen days. In that case it should grant to him a certificate to the following effect —

“ C D having applied to us for a medical certificate recommending the grant to him of leave, we consider it expedient, before granting or refusing such a certificate, to detain C. D. under professional observation for . . . days ”

475 If the state of the applicant's health is certified by a commissioned medical officer of Government or by a medical officer in charge of a civil station to be such as to make it inconvenient for him to present himself at any place in which a committee can be assembled, the

authority competent to grant the leave may accept, in lieu of the certificate prescribed in rule 473 either —

(a) a certificate signed by any two medical officers being commissioned medical officers or medical officers in charge of civil stations, in whatsoever province they may be serving, or

(b) if the authority considers it unnecessary to require the production of two medical opinions, a certificate signed by an officer in medical charge of a civil station and countersigned by the Collector of the district or the Commissioner of the Division

476 The grant of a certificate under rule 473 or 475 does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

477 An application by a non-gazetted Government servant in superior service for leave, or for an extension of leave, on medical certificate, must be accompanied by a certificate from the applicant's medical attendant. Such certificate should distinctly state the nature of the illness, its symptoms, probable duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon if the applicant is in a Presidency town, otherwise, by the officer in chief medical charge of the district in which the applicant resides. The authority competent to grant the leave may, however, in its discretion accept a certificate from the applicant's medical attendant without such countersignature, or if the applicant be a female, may either dispense with countersignature or accept the countersignature of any female medical practitioner. The possession of a certificate such as is prescribed in this rule does not in itself confer upon the Government servant concerned any right to leave.

Note —Certificates from medical men, who do not possess a degree or diploma registrable in the United Kingdom or a degree or a license in Medicine of the University of Bombay, Calcutta, Madras or Lahore, should not be accepted without countersignature. Certificates from medical men who have been registered under the Bombay Medical Act VI of 1912 should ordinarily be accepted by the Heads of office provided the certificates are in Form B or C in Appendix No. 2 unless for special reasons countersignature is considered desirable.

478 No certificate should be submitted for countersignature without the cognisance of the head of the office in which the applicant is serving.

479 The countersigning officer may, in his discretion, require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey. In the latter case, the officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit.

480 In support of an application for leave, or for an extension of leave, on medical certificate from a non-gazetted Government servant in inferior service, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

SECTION IV.—CERTIFICATE OF ADMISSIBILITY.

481 Leave will be sanctioned to a gazetted Government servant only after its admissibility has been certified by the Audit officer who has been auditing his pay

482 Before leave is sanctioned to a non-gazetted Government servant, the authority competent to grant the leave should either consult the leave account referred to in rule 459 and satisfy himself that the leave is admissible or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account.

483 In the case of a Government servant on foreign service leave should not be sanctioned until the Audit officer who is responsible for the recovery of the leave and pension contribution has certified the amount of leave and the leave-salary admissible

SECTION V —GRANT OF LEAVE.

484 In cases where all applications for leave cannot, in the interests of the public service, be granted, an authority competent to grant leave should in deciding which application should be granted, take into account the following considerations —

(a) The Government servant, who can, for the time being, best be spared

(b) The amount of leave due to the various applicants.

(c) The amount and character of the service rendered by each applicant since he last returned from leave

(d) The fact that any such applicant was compulsorily re-called from his last leave

(e) The fact that any such applicant has been refused leave in the public interests

485. When a medical committee in India has reported that there is no reasonable prospect that a particular Government servant will ever be fit to return to duty, leave should not necessarily be refused to such Government servant. It may be granted, if due, by Government on the following conditions —

(a) If the medical committee is unable to say with certainty that the Government servant will never again be fit for service in India, leave not exceeding twelve months in all may be granted. Such leave should not be extended without further reference to a medical committee

(b) If the medical committee declares the Government servant to be completely and permanently incapacitated for further service in India, the Government servant should, except as provided in clause (c) below, be invalided from the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the committee, or, if he is not on leave, from the date of the committee's report

(c) A Government servant declared by a committee to be completely and permanently incapacitated may, in special cases, be granted

leave, or an extension of leave, not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Government servant's breakdown in health has been caused in and by Government service, or when the Government servant has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for pension.

486 Leave should not be granted to a Government servant who ought at once to be dismissed or removed from Government service for misconduct or general incapacity.

487 If, in a case not covered by rule 486 Government decides, before a Government servant, whom it has the power to remove from service, departs from India on leave, that he shall not be permitted to return to duty in India, it must inform him to that effect before he leaves.

488 If, when a Government servant is about to depart from India on leave, it is necessary to consider the propriety of removing him for incapacity, whether mental or physical, which is of such a nature that it is impossible to decide, before he leaves India, whether it will be permanent or temporary, or if for any reason it is considered inexpedient that a Government servant on leave should return to India, a full report of the circumstances must be made by the Governor in Council to the India Office in time to enable the Secretary of State in Council to take any necessary measures before the Government servant would in the ordinary course be permitted to return to duty. The report should in any case reach the India Office at latest three months before the end of the Government servant's leave.

489. When any Government servant is granted leave on medical certificate, the authority granting the leave should specify the fact in its order to enable the Audit Officer to make the necessary entry in the leave-salary certificate.

490 The abolition of an appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State.

491 When leave on medical certificate has been granted to a Government servant or, in the case of a military officer in civil employ, where the grant of such leave has appeared in orders, if such Government servant or military officer proposes to spend his leave in Europe, North Africa, America or the West Indies, a copy of the medical statement of the case must without delay be forwarded by the Local Government to the High Commissioner for India.

SECTION VI — DEPARTURE ON LEAVE

492. Every Government servant proceeding on leave out of India should procure from the audit officer and take with him a copy of the Memorandum of information issued for the guidance of Government servants proceeding on leave out of India. If the leave has been granted

on a medical certificate, he must take a copy of the medical statement of his case also

493 A Government servant taking leave out of India must, if so required by the audit officer, report his embarkation to that officer in F R form 7 in Appendix No 1 from the first port at which the vessel touches

494 The following instructions should be observed in the cases of officers proceeding on leave out of India —

(i) Officers about to proceed on leave out of India should apply to the Accountant General for issue of a last pay certificate.

(ii) All Heads of offices should furnish the Accountant General, as soon as an officer proceeds on leave out of India, with the information required in the preparation of leave-salary certificates, especially in the case of non-gazetted Government servants

(iii) All Departments of the Secretariat should see that orders regarding the grant of leave are issued promptly

(G R , F D , No 1476 dated 23rd October 1922)

SECTION VII — PAYMENT OF LEAVE SALARY

(a) *Leave in India*

495 Leave-salary is payable in India after the end of each calendar month

496 A gazetted Government servant on leave in India may draw his leave-salary at any office of payment in India , but he cannot begin to draw it without producing a leave-salary certificate in F. R. form 2 in Appendix No 1 from the audit officer who audited his pay before he proceeded on leave If during leave he desires to change the office at which he receives the payment of his leave-salary, he should obtain a new certificate from the audit officer within whose jurisdiction his leave salary was last paid

497. If a gazetted Government servant signs his bill himself, he must either appear in person at the place of payment, or furnish a life certificate signed by a responsible officer of Government, or some other well-known and trustworthy person If he draws his leave-salary through an authorized agent, the agent whether he has or has not the power-of-attorney, must either furnish a life certificate as aforesaid or execute a bond to refund overpayments A life certificate may be given periodically, a bond being given to cover intermediate payments, not supported by the life certificate It should be noted that the production of a life certificate is not required when leave salary is drawn through agents who have executed a general bond of indemnity with Government for drawing leave-salary, pension, etc , of their constituents A list of the agents in the Bombay Presidency who have given such bonds of indemnity is given in Appendix No 3

Note 1 — A Government servant or any other individual cannot be constituted an "agent" for the purposes of this rule

Note 2 — The proper stamp duty upon bonds executed under this rule is that chargeable upon indemnity bonds according to the First Schedule of the Indian Stamp Act II of 1899

198 The provisions of rules 496 and 497 apply also to gazetted Government servants who spend their leave out of India but reside in Asia and who have to draw their leave-salary in rupees in India under Fundamental Rule 91

Note—A certificate of residence should be furnished to the audit officer by Government servants who draw their leave-salary at the rupee rate

499 The leave-salary of a non-gazetted Government servant on leave in India or on leave out of India when he desires to draw his leave-salary in India under F. R. 91 can be paid only at the treasury where his pay is drawn and under the signature of the Head of his office, who is responsible for any overcharge

(b) Leave out of India

500 (a) A Government servant proceeding on leave out of India and intending to draw his leave-salary while on leave should obtain a leave-salary certificate from the Audit Officer who audited his pay before he proceeded on leave—

(1) in F. R. Form 2 in Appendix No 1 if he intends to draw his leave-salary at the Home Treasury,

(2) in the shape of a leave-salary warrant in Form No 1 in Appendix No 4 if he is proceeding to a Colony and intends to draw his leave-salary there

(b) If during any period of leave on average pay, a gazetted Government servant wishes, under the provisions of Fundamental Rule 91, to draw his leave-salary in India, a separate leave-salary certificate should be issued in respect of that period under the provisions of rule 496

501 When a Government servant proceeds out of India on leave other than extraordinary leave, the Audit officer who audits his pay will, as soon as the leave is gazetted or otherwise notified, send him a letter in F. R. Form 4 with enclosures in F. R. Form 5 in Appendix No 1 requiring him to call at his office or give the necessary information

Note—If a Government servant sent home to Europe as a lunatic is granted leave, a leave-salary certificate will be prepared, if necessary, by the Audit officer who audits his pay on the data available to him and forwarded to the High Commissioner for India at the earliest possible date

502 If the Government servant calls at the Audit office he will be paid up to the date of his relief and will be given a leave-salary certificate in the appropriate form as prescribed in rule 500. In the case of Government servants proceeding to a Colony, the Colonial leave-salary warrant (Form No 1 in Appendix No 4) will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the Audit officer to the Colonial Authority concerned, the duplicate to the High Commissioner for India and the triplicate will be made over to the Government servant concerned

Note 1—If the Government servant takes a certificate under clause (b) of rule 500 he will not be paid up to the date of relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave-salary for the rest of the month

Note 2—A Government servant may draw his vacation pay from the Home Treasury whether vacation is taken by itself or combined with other leave

503 If the Government servant is unable to call at the Audit office, the Audit officer will prepare a bill for his pay and allowances from the end of the month preceding that of his making over charge to the date before his leave commences, and forward it with the leave-salary certificate to the office, at which the Government servant draws his pay, for delivery to the Government servant according to the instructions in F. R. Form 6 in Appendix No 1.

Note—Note 1 under Rule 502 applies here also

504 When a Government servant proceeds on extraordinary leave out of India, or on leave on average pay or half average pay out of India during which he does not propose to draw leave-salary, or when a Government servant is given a Colonial leave-salary warrant, he should be given a certificate of leave in Form II in Appendix No 4. This certificate should be presented by the Government servant to the High Commissioner for India if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave, or for permission to return to duty or for a last pay certificate before returning to duty.

505 When a Government servant proceeding on leave to Europe is compelled to leave without a leave-salary certificate or a certificate of leave the requisite document will be forwarded to him and a duplicate copy sent to the High Commissioner at the earliest possible date.

SECTION VIII.—RETURN FROM LEAVE

506. A gazetted Government servant on return from leave must report his return to Government at the Bombay Secretariat, if he arrives in Bombay and personally enquires his destination. If he is, however, serving in Sind and has no time to spare in Bombay on arrival, he may report his arrival to the Commissioner in Sind. A Chaplain must report his return to the Bishop of his Diocese also.

507 A Government servant returning from leave is not entitled in the absence of specific orders to that effect to resume as a matter of course the post which he held before going on leave. He must report his return to duty and await orders. He must, if necessary, also submit to such delay as may be required in the interest of the public service.

Note—Controlling officers should provide for the expected return of Government servants from leave by seeing that the Government servants to be relieved are at headquarters in due time to give over charge.

508 (a) Before returning to duty, a Government servant who has drawn his leave-salary in India should obtain a last pay certificate from the Audit officer, within whose jurisdiction his leave-salary was last paid and deliver it to the Audit officer who audits his pay. Without such a certificate he cannot obtain payment of any arrears of leave-salary or pay due to him.

(b) If he was on leave in Europe he should surrender the last pay certificate obtained from the High Commissioner to the Audit officer who, on the authority of this document, will pay any arrears of leave-salary or pay due to him and will in exchange issue a fresh last pay certificate.

addressed to the Treasury or office, at which, after his return to duty, the Government servant intends to draw his pay and allowances. A Government servant who has drawn his leave salary on a warrant should deliver his copy of the warrant which will serve as a last pay certificate.

SECTION IX — MAINTENANCE OF RECORDS OF SERVICE

Gazetted Government Servants

509 A record of the services of each Gazetted Government servant is maintained by the Audit officer who usually audits his pay or who accounts for the contribution recovered from the foreign employer in the case of a Government servant lent to foreign service

Non-Gazetted Government Servants

510 *Duty of the Head of the office* — A service book in F R Form No 10 in Appendix No 1 should be opened for every non-gazetted Government servant at his own cost, on his being appointed substantively to a permanent post in Government service for the first time, with the following exceptions —

(a) Government servants the particulars of whose service are recorded in a history of services or a service register maintained by an Audit officer

(b) Policemen of rank not higher than that of head constable

(c) Members of the Salt Preventive Force employed on the Northern Frontier Line, at the Runn Salt Works in the Bombay Presidency and on the salt Preventive Lines on the Goa and Daman Frontiers

(d) Members of the menial establishment in the Presidency Division of the Salt Department, whose pay does not exceed Rs 36 a month.

(e) Excise menial staff

(f) Inferior servants of all sorts

It should be kept in the custody of the head of the office in which the Government servant is serving and transferred with him from office to office. It is the duty of the head of the office to see that all entries are duly made and attested

511 *Duty of non-Gazetted Government Servants* — It is the duty of every Government servant to see that his service book is properly maintained and that all erasures in it are attested. The head of the office will allow a Government servant to examine his service book should he at any time desire to do so

512 *Certificates of character not to be entered* — Personal certificate of character should not, unless the head of the Department so direct, be entered in a service book

513. *Kind of punishments* — When a Government servant is reduced to a lower post, dismissed or removed from service or suspended from employment, the reason for the reduction, dismissal or suspension, as

the case may be, should always be briefly stated thus "Reduced for inefficiency", "Reduced owing to revision of establishment", etc. The head of the office should make efficient arrangements for these entries being made with regularity. The duty should not be left to the non-Gazetted Government servant concerned.

514 *The maintenance of service books*—In the service book every step in a Government servant's official life, including temporary and officiating promotions of all kinds, increments and transfer and leave of absence taken should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the head of the office. If the Government servant is himself the head of an office, the attestation should be made by his immediate superior. Officiating and temporary service and leave taken prior to first substantive appointment, to a permanent post should also be recorded in the service book and duly attested after verification. The date of birth should be verified with reference to documentary evidence and a certificate recorded to that effect, stating the nature of the document relied on. In the case of a Government servant the year of whose birth is known but not the date, the 1st July should be treated as the date of birth. When both the year and the month of birth are known, but not the exact date, the 16th of the month should be treated as the date of birth. When once an entry of age or date of birth has been made in a service book, no alteration of the entry should afterwards be allowed, unless it is known that the entry was due to want of care on the part of some person other than the individual in question, or is an obvious clerical error. Collectors and other District Heads of Departments may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to Government.

Finger prints of the Government servant should be obtained in the column headed "Personal marks of identification" in the service book itself. The impressions should not be taken on separate slips of paper and pasted to the service book.

515 *Transfer to another office*—When a non-gazetted Government servant is transferred, whether permanently or temporarily, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his service book in the office from which the Government servant is transferred, and the book, after being duly verified to date and attested by the head of that office, should be transmitted to the head of the office to which the Government servant has been transferred, who will thenceforward have the book maintained in his office. If he should find any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be made over to the non-gazetted Government servant who has been transferred.

516. *Transfer to Foreign service*—If a non-gazetted Government servant is transferred to Foreign service the head of the office or

department should send his service book to the Audit Officer referred to in rule 483. The Audit Officer will return it after noting therein, under his signature, the orders sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service which he may consider to be necessary. On the Government servant's proceeding on leave from Foreign service or on his re-transfer to Government service, his service book should again be sent to the Audit Officer who will then note in it, over his signature, all necessary particulars connected with the leave or re-transfer to Government service.

517 *Transfer to a Gazetted post* — When a non-Gazetted Government servant is officiating in a gazetted post, his service book should be kept by the head of the office to which he permanently belongs, but when he is confirmed in such a post, his service book should be forwarded to the Audit Officer who maintains the record of his services under rule 509.

518 *Service rolls for members of the Police force* — In the case of Policemen of rank not higher than that of head constable, there must be maintained for each district by the District Superintendent of Police a service roll in English, in which the following particulars should be recorded for each man holding substantively a permanent post in the constabulary —

- (a) The date of his enrolment
- (b) His caste, tribe, village, age, height and marks of identification when enrolled
- (c) The rank which he from time to time holds, his promotions, and his reductions or other punishments
- (d) His absences from duty, with or without leave
- (e) Interruptions in his service
- (f) Every other incident in his service which may involve forfeiture of a portion of it or may affect the amount of his pension

The roll must be checked by the vernacular roll and order-book and the punishment register and every entry in it must be signed by the District Superintendent.

From this roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, in respect of any service rendered before enrolment in the constabulary which the applicant may be entitled to count.

519 A service roll as described in rule 518 must be maintained for every other class of non-gazetted Government servant for whom no service book is necessary, except the Government servants mentioned in exception (a) under supplementary rule 510.

520 *Annual verification* — The service books in each office should be taken up for verification in January of every year by the head of the office who, after satisfying himself that the services of the Government servant concerned are correctly recorded in his service book in conformity with the above instructions, should record therein a certificate in the following words over his signature — “Services verified up to (date) from pay bills, acquittance rolls and similar records to be specified by

reference to which the verification was made" The head of the office in recording the annual certificate of verification, should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them), a statement in writing by the Government servant as well as a record of the evidence of his contemporary employees is attached to the book

521 *Periodical Inspection* —It is the duty of officers inspecting subordinate offices to inspect the service books maintained there They should see that they are maintained up to date, that entries are properly made and attested, that verification has been properly carried out and the necessary statements and evidence secured and verification certificates have been properly recorded by the heads of the offices

522 *Custody of service books* —The service book may be given up to a Government servant after he retires or if he resigns or is discharged from the service without fault, an entry being first made therein to this effect or in the event of a Government servant's service terminating by his death, to his relatives on application Should no application be made within six months of the death of the Government servant, the service book may be destroyed

When a Government servant's service is terminated by dismissal, his service book should be retained for a period of five years or until the Government servant's decease, whichever is earlier, after which it will be destroyed

The service book of a Government servant who has been dismissed and who is afterwards reinstated should, on requisition, be returned to the head of the office in which he is re-employed

A similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently re-employed.

523 Rule 522 is also applicable to service rolls

Leave procedure to be followed elsewhere than in India. F. R. 74 (b).

REPORT OF ARRIVAL IN THE UNITED KINGDOM

524 A Government servant taking leave in the United Kingdom must report his arrival in that country to the High Commissioner for India

PAYMENT OF LEAVE-SALARY

525 No Government servant can begin to draw leave-salary from the Home Treasury until he has presented to the High Commissioner leave-salary certificate in such form as the Auditor General may prescribe

526 Leave-salary is issued from the Home Treasury monthly in arrear on the first day of each calendar month

527. Payment will be made, at the option of the Government servant drawing leave-salary, by any of the following methods —

(a) To the Government servant himself on his personal application.

(b) To his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate duly filled up and executed. In cases where the banker has guaranteed the Secretary of State or the High Commissioner against loss consequent upon dispensation with proof of existence, a life certificate is unnecessary.

Note—A supply of life certificate forms may be obtained from the High Commissioner.

(c) To the presenter of a payment for it, comprising a receipt and a life certificate, both duly completed by the Government servant.

Note—If the Government servant intimates to the High Commissioner the election of his method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

528 No Government servant can begin to draw leave-salary from a Colonial treasury until a warrant in form I has been issued in his favour. Such warrants will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the issuing authority to the Colonial authority concerned, the duplicate to the High Commissioner, and the triplicate will be retained by the Government servant. Payment of leave-salary will not be made unless the Colonial authority is in possession of the original and the Government servant of the triplicate of the warrant.

529 Each payment of leave-salary must be endorsed upon the back of both the original warrant and the triplicate, and an acknowledgment of receipt must be endorsed by the Government servant upon the back of both copies.

530 When no space for the entry of endorsements of payment remains upon the back of a warrant, or when a warrant is lost or destroyed, a fresh warrant will be issued by the original issuing authority on the application of the Government servant submitted through the Colonial disbursing officer.

531 If the transfer from one Colony to another of payment of the leave-salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor General in Council and to the High Commissioner.

532 (a) If a Government servant who is drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner.

(b) If a Government servant who is drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant in form No I in Appendix No 4 from the High Commissioner who will forward the original of the warrant to the Colonial authority concerned.

(c) A transfer sanctioned under clause (a) or (b) of this rule must be reported by the Government servant to the Governor-General in Council.

EXTENSION OF LEAVE.

533 A Government servant absent from India on leave who desires an extension of his leave must make application for such extension not

Place _____

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it is signed by foreigners, it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

539 An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate has been issued, or who has exchanged his leave-salary certificate for a warrant before leaving India, unless he produces a certificate of leave in Form No II in Appendix No 4.

RETURN FROM LEAVE.

540 A Government servant who is required, by or under Fundamental Rule 71, to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

541 If the Government servant desiring to return is on leave in any of the localities named in rule 534, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in rule 535. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

542. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in rule 534, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

543 Permission to return cannot be granted to a Government servant to whom no leave-salary certificate has been issued, or who has exchanged his leave salary certificate for a warrant before leaving India, until he produces a certificate of leave in Form No II in Appendix No 4.

544 Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner. A last-pay certificate cannot be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave in Form No II in Appendix No 4. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer his copy of the warrant, which will serve as a last-pay certificate.

Admission to the benefits of Special Leave Rules. F. R. 75 (2).

545 A Government servant who becomes eligible to the Special leave Rules while he is on leave under the Ordinary Leave Rules may, from the date he becomes so eligible, change the balance of his leave to leave under the Special Leave Rules.

(Auditor General's circular No 12 dated 15th February 1924, G R, F D,
No 337 dated 1st March 1924.)

F. R. 78, note 2 (i) (b).

546 Time spent on temporary half pay under Military Rules is not to be treated as leave.

(G I, F D, No 3361-C S R dated 5th June 1911)

Departmental Leave. F. Rs. 2 and 81.

547 Departmental leave may be granted to members of the field staff of the Bombay Suburban Survey in accordance with Government Resolution, Development Department, No S C—1110 dated 23rd May 1922

Audit Instructions on F. R. 81.

548 A military officer in civil employ who has to his credit furlough earned under military rules and leave in excess of one-eleventh of the period spent on duty under Civil Rules may avail himself of either, or partly the one and partly the other as he pleases, with this exception that if an officer brings into his leave account privilege leave at his credit on the date he becomes subject to the Fundamental Rules, this period of privilege leave must be taken against the first four months' leave on average pay taken

549 The position under F R 81 (b) (u) is as follows :—

A Government servant subject to the ordinary leave rules—

- (1) may be granted leave on average pay at one time on medical certificate or on the condition that the leave is spent elsewhere than in India or Ceylon up to the amount due but not exceeding eight months ,
- (2) may be granted leave on average pay in all equal to the privilege leave which it would on the date on which he comes under the Fundamental Rules be permissible to grant to him under the rules applicable to him prior to that date, *plus* one-eleventh of the period spent on duty subsequent to that date, *plus* any period of leave on average pay taken on medical certificate or spent elsewhere than in India or Ceylon subject to a maximum of one year

550 The limit of 28 months of continuous absence prescribed in F R. 81 (d) includes the period of vacation, if any, with which leave is combined.

Departments which should be treated as vacation departments and the conditions in which a Government servant should be considered to have availed himself of a vacation. F. R. 82 (a).

551 A vacation Department is, subject to the exceptions and to the extent stated in rule 552, a department, or part of a department to which regular vacations are allowed, during which Government servants serving in the Department are permitted to be absent from duty

552 The following classes of Government servants serve in vacation Departments when the conditions of rule 551 are fulfilled —

(a) Educational Officers including the staffs in schools and Colleges, both Arts and Professional *except* Administrative and Inspecting officers and their establishments,

Note —All clerks serving in Government educational institutions should be considered as belonging to a non-vacation Department. They will thus have to attend duty regularly and will not be eligible for the privilege of prefixing and affixing vacations to leave

(b) All Judicial Officers subject to sections I to V of Chapter X of Fundamental Rules and their office establishments, *except*—

(1) District and Sessions Judges, Assistant Judges holding appellate powers and Joint and Additional Sessions Judges

(2) Judicial Commissioner and Additional Judicial Commissioners of Sind for such time as the Court of the Judicial Commissioner consists of not less than three Judges and provided that the Court's annual vacation does not exceed one month

(3) Government servants serving on the Original and Appellate Sides of the Bombay High Court

553 An Officer holding two appointments of which one is in a vacation department and one is not will not be deemed to serve in a vacation department

554 When a doubt arises whether or not a Government servant is serving in a vacation Department the case should be reported to Government for orders

555 A Government servant serving in a vacation Department shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required, by general or special order of a higher authority, to perform duty of any kind during such vacation or portion of a vacation, provided that if in consequence of such an order he has been prevented from availing himself of not less than two-thirds of such vacation he shall be considered to have availed himself of no portion of the vacation

556 It is the duty of the Government servant concerned to certify to the Audit officer along with a copy of the order of the said superior authority, that he has not availed himself of a vacation or portion thereof (see Fundamental Rule 82 (b)) unless he comes under one or other of the general classes specified below

Note —The following officers are required by general order of Government to perform duties throughout the vacations, *viz* —

(i) Judicial Officers under training,

(ii) Judge of the Court of Small Causes, Karachi,

(iii) Head clerk, Sheristedar or Nazir of a District Court

557 In the case of a Government servant who is precluded from enjoying a part of the vacation by reason of his transfer, the time *actually* spent in travelling from one station to another and not the full joining time

admissible under the rules should be added to the period by which he has been prevented from enjoying a vacation by reason of transfer.

558 When a Government servant is transferred from a vacation department to a non-vacation department, his period of service in the former will for the purpose of Fundamental Rule 82 (b) be considered to have terminated with effect from the close of the last vacation enjoyed by him. When a Government servant is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of expiry of the last vacation previous to such transfer

559. A Government servant serving in a department to which regular vacations are allowed, who holds only an acting appointment, is not entitled to any pay for the period of vacation, if he resigns the appointment without any previous intimation, from the day his office re-opens for business after the vacation. Similarly a Government servant serving in a department to which regular vacations are allowed, who joins his appointment from extraordinary leave only a day or two previous to the beginning of the vacation is not entitled to pay for the period of vacation if he goes again on extraordinary leave without returning to duty on the re-opening of his office after vacation

(G I, F D, No 3386 dated 3rd July 1889)

Study Leave. F. R. 84.

Rules for the grant of additional leave to Government servants for the Study of Scientific, Technical or Similar Problems, or in order to undertake special Courses of Instruction

560 The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rules 50 and 51 of the Fundamental Rules. The rules apply to the Archæological Department, the Public Health and Medical Research Departments (other than as regards officers of the Indian Medical Service, to whom special rules apply), the Botanical Survey (including the officers of the Royal Botanic Garden, Calcutta), the Civil Veterinary Department, the Factory Department, the Geological Survey, the Agricultural Department, the Meteorological Department, the Railway Department (Traffic, Locomotive and Engineering Branches), the Telegraph Department, the Zoological Survey, the Education Department, the Public Works Department and the Forest Department (except in respect of continental tours, to which special rules apply). The rules also apply to Government servants selected for the Judicial Branch of the Indian Civil Service who are admitted to the benefit of the rules for the assistance of Government servants, prosecuting legal studies at one of the Inns of Court, London, or the King's Inns, Dublin, for the

4 When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in India to his taking it as ordinary leave

5. Except as provided in Rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein.

6 Government servants on leave in Europe or America, who wish to have part of it converted into study leave, should address the High Commissioner for India and should attach (1) a statement showing how they propose to spend the study leave, and (2) documentary evidence that their application for the particular course of study or examination proposed has the approval of the proper authorities in India. Similarly, Government servants, on leave in Europe or America who desire to have it extended for purposes of study, should address, the High Commissioner, but in addition to the above requirements they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave

7 A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 12s a day in the United Kingdom, 1l a day on the continent of Europe, and 30s a day in the United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by the High Commissioner or the Government of India, as the case may be, in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Government of India or High Commissioner

8 Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil leave rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

9 Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the High Commissioner or the Government of India, as the case may be, will be prepared to consider proposals that such fees should be paid by Government.

10 On completion of a course of study a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall, when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the authority which sanctioned the leave. In the case of a definite course of study at a recognised institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to the authority in India which sanctioned his leave, as the case may be, a diary showing how his time has been spent, and a report indicating fully the nature of the methods and operations which have been studied, and including suggestions as to the possibility of applying such methods or operations to India. The High Commissioner or the sanctioning authority in India, as the case may be, will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 7 may be granted.

11 Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant, it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the Fundamental Rules.

12 During study leave a Government servant will draw half average pay as defined in Rule 9 (2) of the Fundamental Rules, subject to the maxima and minima laid down in Rules 89 and 90, *ibid*. The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rules 5 or 6, undertake or commence a course of study during leave on average pay, and, subject to paragraphs 7 and 8, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies

to military officers in civil employment taking leave under the Fundamental Rules

13 On an application for study leave in Europe or America being sanctioned by the Government of Madras, Bombay or Bengal, the local Government should inform the High Commissioner of the Particulars of the case. When such leave is sanctioned by any other local Government or Administration a report should be made to the Government of India, who will inform the High Commissioner. It will be necessary for the Government servant concerned to place himself in communication with the High Commissioner, who will arrange any details and issue any letters of introduction that may be required. In all cases in which study leave in any other country is sanctioned the particulars should be reported to the Government of India.

Note—These rules are applicable to officers of the Bombay Medical Service subject to the following modifications—

- (1) The maximum period for which study leave is admissible is one year
- (2) The amount of lodging allowance which an officer on study leave is allowed to draw out of India is 12s per diem

Regulations regarding the grant of Study Leave to officers of the Indian Medical Service.

561 The following rules regarding the grant of study leave to officers of the Indian Medical Service have been approved by the Secretary of State. They have effect from the 1st January 1922

(1) Extra furlough for the purpose of study may be granted to officers of the Indian Medical Service on the recommendation of the Director-General, Indian Medical Service

(2) The period of such study leave will be calculated, in the case of an officer taking study leave while under Military Leave Rules, at the rate of one-twelfth of pension service, and in the case of an officer taking study leave while under Civil Leave Rules, at the rate of one-twelfth of the same service as qualifies for his leave under Rules 77 and 78 of the Fundamental Rules, up to a total in any case of twelve months in all during an officer's service

(3) Study leave may be taken at any time, but will not be granted more than twice in the course of an officer's service. This does not, however, include study leave taken in accordance with Rule 8

Study leave should not be granted to officers in civil employment who are about to retire on proportionate pension

(4) The minimum period of study which will render an officer eligible for study leave shall be two months

(5) The minimum period of leave granted solely as study leave shall be six months. Time spent on the journey to and from India by an officer whose study leave is not combined with any other kind of leave will reckon as study leave, but the allowance specified in Rule 10 will be granted during the period of study only. An officer whose study leave is combined with any other kind of leave will, however, be required to

take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover his return journey to India

When an officer has been granted a definite period of study leave and finds after arrival in England that his course of study will fall short of the sanctioned period to any considerable extent, his absence from India will be reduced by the excess period of study leave unless he produces the assent of the authorities in India to his taking it as ordinary furlough

(6) Study leave can be combined with any other kind of leave, provided the period occupied in study is not less than two months, and, in the case of leave on medical certificate, provided that the Medical Board at the India Office certifies that the officer is fit for study. The total period of absence from duty in India will be strictly limited to two years and, in the first instance, the total period of leave granted (study leave, combined with any other sort of leave) will not exceed one year

(7) Except as provided in Rule 8, all applications for study leave shall be submitted, with the audit officer's certificate, to the Director-General, Indian Medical Service, through the prescribed channel, and the course or courses of study contemplated and any examination the candidate proposes to undergo shall be clearly specified therein

A copy of the approved programme of study will be forwarded by the Director-General, Indian Medical Service, to the Under Secretary of State, Military Department, India Office

(8) Officers on furlough who wish to have part of the furlough converted into study leave should submit a programme of their proposed course of study to the Under Secretary of State, Military Department, India Office (except officers in civil employment, who should submit their applications for study leave to the High Commissioner for India), on a form which can be obtained on application to that Department. The programme should be accompanied by an official syllabus of the course, if one is available and by any documentary evidence that the particular course or examination has the approval of the authorities in India

Similarly, officers on furlough or other leave who desire to have it extended for purposes of study should address the Under Secretary of State or the High Commissioner, but in addition to the statement of the proposed study they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave

(9) An officer in military employment who is at home on combined leave may be permitted to commence a course of study before the end of his privilege leave and to draw for such period the study allowance admissible under rule 10 without forfeiting his privilege leave allowances. For all purposes of record and subsequent calculation of leave, the full amount of study leave taken shall in such cases be post-dated as if it commenced at the end of the privilege leave. An officer in civil employment may likewise be permitted to undertake or commence a course of study during leave on average pay and draw study allowance in respect

thereof, provided that study allowance is not drawn for an aggregate period exceeding twelve months during the whole of an officer's service

10 For the course of study, study allowance, at present fixed at the rate of 12s a day, will be granted on the production of satisfactory certificate as required by rule 12 This rate is liable to revision

It is to be understood that in order to qualify for the grant of study leave or for the receipt of study allowance a definite course of study at a recognised institution, which must be approved as suitable by the Director-General, Indian Medical Service, or by the Medical Adviser to the Secretary of State, and which will occupy the time of the officer for five or six days a week and five hours a day must be pursued

This allowance will not be admissible to an Officer who retires from the service without returning to duty in India after a period of study leave Study allowance will be admissible up to fourteen days for any period of vacation A period during which an officer interrupts a course for his own convenience will not be considered as vacation

11 The rate of pay admissible during study leave is as follows —

(a) To an officer taking study leave while under Military Leave Rules The rate of furlough pay admissible to him under those rules

(b) To an officer taking study leave while under Civil Leave Rules . Half average pay subject to the maxima and minima prescribed in Rules 89 and 90 of the Fundamental Rules. The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to these allowances.

12 On completion of a course of study a certificate on the proper form (which may be obtained from the India Office or from the High Commissioner) together with any certificates of special study should be forwarded to the Under Secretary of State, Military Department, India Office, or to the High Commissioner, who will arrange for the transmission of copies of the documents to the Director-General, Indian Medical Service Officers may also be called upon to report themselves in person to the President of the Medical Board, India Office, on the conclusion of their course of study

13. Study leave will count as service for promotion and pension but it will not count for leave It will not affect any leave which may already be due to an officer, and will not be taken into reckoning the aggregate amount of leave taken by an officer towards the maximum period admissible under Article 81 of the Fundamental Rules

[G of I, Army Department (Medical), No 1742 dated 28th December 1923 ,
G N, G D, No P 18-(1)-B dated 7th January 1924]

Leave to Superannuated Government Servants. F. R. 86.

562. An authority competent to grant leave should not grant leave to a superannuated Government servant as a matter of course, but only in

cases in which application for leave during service has actually been made and has been refused in the interests of the public service.

(G R , F.D , No. 1687 dated 7th December 1922)

Explanations —(1) Any period of vacation included in the six months commencing from the date on which the Government servant must compulsorily retire should be treated under Fundamental Rule 86 as part of the leave granted

(2) A Government servant does not discharge his duties during vacation for the purposes of Fundamental Rule 86

562A The date on which a ministerial Government servant must compulsorily retire is ordinarily the date on which he attains the age of 60 years, but in the case of a ministerial servant who is required to retire between the ages of 55 and 60, the date of compulsory retirement is the date from which he is required to retire It follows from this ruling that the restriction imposed by Fundamental Rule 86 does not operate in the case of a ministerial servant between the ages of 55 and 60 unless an order is passed requiring him to retire

(G R., F D , No F -25 C S R /25 dated 28th January 1925 , G R , F D ,
No. 3812 dated 16th February 1925)

562B. When a Government servant who is already on an extension of service applies for leave during the period of his extended service, the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of compulsory retirement

(G of I , F D , letter No. F -249-C S.R /24 dated 28th February 1925)

Leave Salary of Non-gazetted Government Servants on Pay less than Rs 300 or on leave not exceeding one month. F. R. 87, note.

563. The discretion to grant leave at the pay at the time of taking leave to a non-gazetted Government servant (a) on pay not exceeding Rs. 300, or (b) taking leave not exceeding one month should not be used to grant leave at such pay to Government servants who at the time of taking leave are officiating in other posts or holding temporary posts. Pay on leave granted to such Government servants should not exceed average pay calculated under Fundamental Rule 9 (2) In cases, however, where leave salary may be less than that which would have been admissible to the non-gazetted Government servant if he had not been appointed to officiate in another post or to hold a temporary post, the leave salary may be fixed at the discretion of the officer granting the leave, as if the Government servant had not been so appointed to officiate or to hold the temporary post

(G R , F D , No 1466 dated 8th January 1923 , G R , F D ,
No 1466 dated 1st February 1923)

564 The authority competent to grant leave may not grant leave on half average pay against the wishes of a Government servant when leave on full average pay is due

Leave Salary drawn in Sterling. F. R. 91.

565. The Secretary of State for India in Council has prescribed that leave-salary expressed in rupees, if paid at the Home Treasury or in a Colony where the standard of currency is gold, shall be converted into sterling at the rate of exchange for telegraphic transfers from Calcutta on London on the date on which each payment becomes due.

Rate of Exchange

566 The rate of Exchange is subject to the following minima :—

(a) In respect of leave-salary due for the first four months of a period of leave on average pay—1s 4d per rupee

(b) In respect of all other leave-salary—1s 6d per rupee.

(G I, F D, No 1289-C S R dated 10th January 1922 G R, F D, No 1037 dated 17th January 1922)

Places where leave-salary may be drawn in sterling

567 Leave-salary may be drawn in sterling in the following British Dominions and Colonies :—

Europe—

Gibraltar.

Malta.

America and West Indies—

Dominion of Canada

Bahamas

Barbados.

Bermuda

British Guiana

British Honduras.

Jamaica.

North Africa—

Gambia.

Gold Coast.

Nigeria.

Sierra Leone

Africa other than North Africa—

Union of South Africa

Kenya.

St Helena.

Uganda.

Australasia—

Commonwealth of Australia.

New Zealand

Fiji Islands.

Note—Leave-salary may also be drawn in sterling in Egypt while a British Army Pay Office is retained there

(G I, F D, No 868-C S R dated 8th August 1922; G R., F D, No 1037 dated 22nd August 1922)

Leave to President of the Legislative Council. F. R. 94-A.

568 The Secretary of State in Council has laid down the following principles to govern the grant of leave to the Presidents of the Legislative Councils :—

(1) In view of the long periods of what may be described as ' vacation ' which a President enjoys and which he is free to spend wherever he chooses, no President shall be regarded as ' earning leave ' at all during the tenure of his appointment, or shall, except in the case of inability through sickness to attend to duty, be granted on the basis of his pay and service as President leave of absence from his duty with allowances, either during the tenure of his appointment or, except as provided in clause (2) below, on its termination

(2) An official being a member on the active list of a regular service, appointed to be President of a Council, shall be treated as retaining, during his tenure, his right to any leave which he had earned and which was due to him at the time when he assumed the office of President and shall be entitled to enjoy such leave on or after the termination of his office of President, on the allowances which would be admissible without taking account of the salary drawn as President
The settlement of any question of detail which may arise has been left to the discretion of His Excellency the Governor

(G I, F D, No 1130-C S R dated 5th October 1922, G R, F D,
No 1554 dated 18th October 1922)

Grant of Maternity Leave. F. R. 101 (a).

569 A competent authority may grant to a female Government servant maternity leave on full pay for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever be earlier

569A Power to grant maternity leave to female pensionable Government servants is delegated to all Heads of Offices who employ them

570 Leave of any other kind may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate

Grant of Leave on account of ill-health to Members of certain Subordinate Services. F. R. 101 (b).

571 The authority competent to grant leave may grant hospital leave to the following classes of Government servants —

A While under medical treatment for illness or injury, except in cases where avoidable illness or injury appears to have been caused by the carelessness or fault of the individual concerned	B While under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of official duties
---	---

(a) Police officers of rank not higher than that of head constable

(b) Government servants of the Salt and Excise Departments on pay not exceeding Rs 40

(a) Head Warders or warders, male or female, of jails or lunatic asylums and matrons of the Jail Department on pay not exceeding Rs. 40

- (c) Forest subordinates, other than clerks in receipt of pay not exceeding Rs 40
- (d) Government servants employed in Government Presses, whether on fixed pay or at piece rates
- (e) Subordinates employed in Government Laboratories.
- (f) Subordinates employed on the working of Government machinery
- (g) Peons (including process servers of that class) and guards in permanent employ
- (h) Syces of Government stallions.
- (i) The following hospital servants —
 Ward attendants (including dispensary servants and dressers), cooks, sweepers, Bhistis and Dhobis
- (j) Engineers of the Marine Department

572 Hospital leave may be granted on leave-salary equal to either average or half average pay, as the authority granting it may consider necessary

573 The amount of hospital leave which may be granted to a Government servant is limited to three months on average pay in any period of three years. Hospital leave on half average pay counts, for the purpose of this limit, as half the amount of leave on average pay

574 Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible, provided that the total period of leave, after such combination, shall not exceed twenty-eight months

**Grant of leave on account of ill-health to officers
and seamen of vessels. F. R. 102.**

575 A Government servant serving as an officer, warrant officer or petty officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted by a competent authority leave on leave-salary equal to full pay for a period not exceeding six weeks, provided that such leave shall not be granted if a responsible medical officer certifies that the Government servant is malingering or that his ill-health is due to drunkenness or similar self-indulgence or to his own action in wilfully causing or aggravating disease or injury

576 A seaman disabled in the exercise of his duty may be allowed leave on leave-salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled. —

- (a) A Government medical officer must certify the disability

(b) The disability must not be due to the seaman's own carelessness or inexperience

(c) The vacancy caused by his absence must not be filled

Leave earned by temporary and officiating service. F. R. 103 (a).

577. Government may grant to a temporary engineer of the Public Works Department, or to temporary Gazetted officers employed in the Development Department or Development Directorate leave on such terms and with such leave-salary as it may think fit, provided that the leave and leave-salary are not in excess of those admissible to a Government servant subject to the ordinary leave rules

578 Leave may be granted to any other Government servant without a lien on a permanent post while officiating in a post or holding a temporary post, provided that the grant of the leave involves no expense to Government On this condition such a Government servant may be granted (a) leave on leave-salary equal to average pay up to one-eleventh of the period spent on duty, subject to a maximum of four months at a time, (b) on medical certificate, leave on leave-salary equal to half average pay for three months at any one time, (c) extraordinary leave for three months at any one time

Note 1—The condition that the grant of leave is not to involve additional expense to Government shall not apply to the cases of Government servants employed in the Development Department or Development Directorate or in the office of the Director of Information

Note 2—The two temporary clerks employed in the office of the District Magistrate, Bombay Suburban District, are exempted from the condition laid down in S R 578

579 If such a Government servant is, without interruption of duty appointed substantively to a permanent post, his leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it while holding a permanent post substantively, and debited with the amount of leave actually taken under rule 578 Leave taken under rule 578 is not an interruption of duty for the purpose of this rule

580 Temporary and officiating service rendered under the Government of India or any Provincial Government, will, if followed by confirmation under the Government of Bombay without interruption of duty, be taken into account for the purpose of the leave account maintained under F R 77 (b), provided that under the rules laid down by the other Government such service would have counted had the Government servant in question continued in the service of that Government without a break of service till confirmation

581 Government servants employed temporarily in district and divisional offices, who are paid from the rate levied under Act X of 1892 are eligible for leave under the ordinary rules and not as Government servants of the class to which the above rules apply, as their service is to all intents and purposes permanent and continuous and only technically temporary in the sense that it does not qualify for pension

582 Subordinate Judges are allowed to count as service qualifying for leave the periods whether continuous or not, during which they hold acting appointments prior to confirmation, but acting service does not count for leave on average pay unless eleven months' uninterrupted service has been rendered by the officer

583 No leave is admissible to members of works establishment of the Public Works Department, who are engaged for the job only, and they must not be paid for any period of absence from duty

584 Leave on average pay equal to one-eleventh of the period spent on duty may be granted to Doctors and Lady Nurses engaged in England for duty in India under agreement containing no provision for such leave

585 A Military Hospital Assistant temporarily lent to the Civil Department may be granted leave on average pay up to one-eleventh of the period spent on duty in the Civil Department. If leave of longer duration is required, the Hospital Assistant must revert to the Military Department

Grant of leave to Government servants whose service is not continuous. F. R 103 (b).

586 Leave will be calculated in terms of average pay at 1/12th of the period spent on duty, prior to as well as subsequent to the introduction of the Fundamental Rules. The period during which such a Government servant is not employed will qualify for leave if he was on actual duty (i) when he was discharged after the completion of his work and (ii) on the first day on which he was again re-employed

587. Except as provided for by rule 588 no leave on average pay is admissible to such a Government servant. But subject to the exigencies of the public service the authority competent to fill up the appointment, if vacant, may grant leave on half-average pay for the period due, not exceeding two years at one time, which may on medical certificate and on quarter average pay be extended for an additional period not exceeding one year

588. Leave on average pay for a period not exceeding four months at any one time and 12 months in all may be granted, by the authority mentioned in the preceding rule on medical certificate or when the leave is spent elsewhere than in India or Ceylon, and this leave may be combined with any other leave that is due, provided that the maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is 24 months

589 The maximum amount of leave during his service which may be granted to such a Government servant is $2\frac{1}{2}$ years expressed in terms of leave on average pay.

590. No leave may be granted unless it is due.

Leave admissible for part-time service, or service which is remunerated wholly or partly by the payment of fees or daily wages.

F. R 103 (c).

I — Rules regulating the leave admissible to part-time law officers

591 A law officer holding one of the posts mentioned in Fundamental Rule 99, if his pay is fixed at a definite rate but his whole time is not retained for the service of Government, may be granted leave as follows —

(a) Leave on full pay during the vacation of the High Court provided that no extra expense is thereby caused to Government. Such leave will be counted as duty.

(b) Leave on half pay for not more than six months once only in his service after six years of duty

(c) On medical certificate, leave on half pay up to a maximum of 20 months at any one time, provided that three years of duty must intervene between any two periods of leave on medical certificate

(d) On the conditions prescribed in Fundamental Rule 85, extraordinary leave

592 The half pay admissible under clause (b) or (c) of rule 591 is subject to the maximum of Rs 1,111 per mensem if the leave is spent in Asia or of £111 per mensem, if the leave is spent out of Asia. If the leave is granted owing to ill-health, the half pay will also be subject to the minimum of Rs 250 per mensem if paid in India or of £25 per mensem, if the leave is spent out of Asia and leave salary paid from the Home Treasury

593 Leave under any one of the clauses of rule 591 may be combined with leave under any other clause

II — Rules regulating the leave admissible to Government servants remunerated by fees or daily wages

594 Except as provided for in rule 595 a Government servant remunerated by fees may be granted leave on the terms laid down in supplementary rules 591 to 593 provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government, and that, during leave of the kind contemplated by clause (b) of rule 591 the whole of the fees are paid to the person who officiates in his post

595 Heads of Departments may grant to a female Government servant remunerated by piece rates or daily wages maternity leave on the average monthly emoluments drawn during the preceding twelve months for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever be earlier. To qualify for this concession the female Government servant must have put in continuous service for at least 33 months (inclusive of any period of authorised leave) previous to the date of requiring such leave, and must furnish a guarantee with at least one security that she will return to duty for a period of at least six months after the expiry of the leave, if her services are required

*III —Rule regulating the leave admissible to officers remunerated ,
partly by pay and partly by fees*

596 A Government servant who is remunerated partly by fixed pay and partly by fees may be granted such leave as the authority who appoints him may think fit to grant, provided that that authority is able to make satisfactory arrangements for the performance of the absentee's duties, and that no extra expense is caused to Government. In such cases, the Government servant may be permitted to draw leave allowances equal to the pay or part of the pay of his post, but the whole of the fees shall be paid to the person who officiates in the post.

Leave to Probationers and Apprentices. F. R 104 (a).

597 Leave on medical certificate under clause (a) of F R 104 shall not be granted for a period extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment.

598 The leave granted to a Government servant under F R 104 (a) (u) (2) may be combined with vacation which should be excluded in calculating the limit of three months, and full pay, if admissible, may be drawn during the period of vacation.

Grant of leave to probationers and apprentices. F. R 104 (b).

599 Leave may be granted to a probationer or to an Apprentice Engineer if it is admissible under the leave rules which would be applicable to him if he held his post substantively otherwise than on probation or as an Apprentice Engineer.

600 Leave of the following kinds may be granted to an Apprentice other than an Apprentice Engineer —

- (a) On medical certificate leave on leave-salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship
- (b) Extraordinary leave under fundamental rule 85

5.	Place of payment ..	5			
6	Date from which first payment is to be made	6			
7	Amount (if any) paid in Advance	7			
8	*Government and head of account to which the payment is debitable	8			
9	Date of leaving India	9			
10	Date on which the Government servant will, during the currency of leave, complete the term of service or attain the age after which, by any rule he is required to retire from the service, as for instance 55 years of age	10			
11	Period for, and terms on, which leave may be extended, or commuted otherwise than on extraordinary leave	11			
			granted		
			may be extended	on without	
			medical certificate medical certificate	on same	
	(Further particulars required in the case of Military officers in Civil Employ)		leave-salary by		
12	Date of commencement of pension service	12			
13	Date of entry under Civil Leave Rules	13			
14	Amount of leave at credit at commencement of present leave	14	{	Earned in respect of service under Military rules Earned in respect of service while under Civil rules	
15	Date of being struck off duty	15			

*The following particulars should be noted in this line —

- (1) the major, minor and detailed head of account,
- (2) whether debitable to Central or Provincial revenues, if the latter, the name of the Provincial Government,
- (3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject,
- (4) whether the expenditure is "voted" or "non-voted"

(Reverse.)

DEDUCTIONS TO BE MADE.

		Rates	
Indian	$\frac{\text{Civil}}{\text{Military}}$ Service Family	For $\frac{\text{wife}}{\text{self}}$	£ . per mensem from
Pensions	Subscription		
		„ sons	£ . „ „
		„ daugh- ters	£ . „ „
		Total	£ _____

A balance of donation $\frac{\text{on}}{\text{for}}$ £ and interest £ *

is recoverable at £ a month from—

General Provident Fund

Indian Civil Service Provident Fund Deductions (if any)

(Signature) _____

Place _____

Date _____

*In cases of subscribers to Indian Civil Service Family Pensions, interest accrued in India to be given here

Abbreviations

M C
E C A
Y M D
Art

Medical Certificate
Exchange Compensation Allowance
Years, Months, Days
Article

Notes

1 Distinguish leave granted on medical certificate, from leave granted without medical certificate and if the leave, though technically of the latter description, was granted in consequence of the production of a medical certificate, mention the fact.

2 Except in the case of Chaplains, leave salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year, and in entering "the rate of leave-salary" it should be stated, in the first place, without reference to the maximum or minimum, applicable, and then, if a maximum or minimum applies or if the leave salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of, " etc

3 The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day, on which each monthly payment becomes due subject to a minimum rate of 1s 4d per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1s 6d per rupee in other cases. The maximum rates of leave salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90

Notes

4 It must be shown whether a Government servant is entitled to the full amount of leave permitted by the rules

5 In line 7 the Articles of the Fundamental or other Rules under which the advance is made should be mentioned

6 The date on which any Government servant will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from the service, should be shown in line 10

7 These rules apply also to leave-salary certificates granted to non-gazetted Government servants when they proceed on leave out of India and draw their leave salary out of India.

F. R. FORM No. 4.

1 2 3 4 5 6 7 8 9 10 11 12

[See rule 501 under F R 74 (a)]

Audit Officer's letter to the Government servant proceeding on leave out of India.

To

Sir,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary

Here enter number and date of the order, name of the authority granting the leave and pages of the Gazette in which the leave is notified

2 To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed F R Form No 5 and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience

3 If you are in, or intend to pass through (audit officer's station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 5 below, on your calling personally at my office, and presenting a last pay certificate from the officer from whom you last drew your pay and allowances Otherwise, I shall cause the leave-salary certificate to be delivered to you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances

4 If, however, you proceed to Europe and are obliged to leave before the leave-salary certificate is received and made over to you, the leave-salary certificate, when prepared, will be sent to the address specified by you

5 Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India If you desire to draw it in India a separate leave-salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowances for the broken period of

the month up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the month

6 If you wish to draw your leave-salary in India under the provision of paragraph 5 above, you should either grant your Agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your Agents unless they have executed a general bond of indemnity.

(Note — Paragraphs 5 and 6 do not apply to non gazetted Government servants who have to draw their leave-salary through the Head of the office and should be omitted from the letters addressed to them.)

Accountant General

F. R FORM No 5.

[See rule 501 under F R 74 (a)]

Information required by the Audit Officer before the leave-salary certificate can be drawn up

(This form should be returned duly filled up to the Audit Officer one clear week before the date of making over charge.)

- 1 On what date do you intend to make over charge of your office ? 1
- 2 Before or after-noon ? 2
- 3 At what port do you intend to embark ? 3.
- 4 By what ship will you sail, and on what date ? 4
- 5 In what country do you wish to draw your leave-salary during leave on average pay for a period not exceeding four months, if any, at the commencement of your leave ? 5
- 6 What is your address in England or in India or elsewhere to which your leave-salary certificate, to enable you to draw your leave-salary, may be sent, in case it is not handed over to you before you go on leave ? 6
- 7 What advance, if any, do you require now ? 7

8. Do you intend to pay 8.
your Civil Fund sub-
scriptions in England or in India ?
9. Do you wish to subscribe to the 9
general Provident Fund ? If so,
at what rate per cent on your
leave-salary ?

Nos 3 and 4 are for Government servants to whom the leave rules in sections I to V of Chapter X of the Fundamental Rules are not applicable

No 5 (Leave salary due for the first four months of the period of leave on average pay, if any at the commencement of any period of leave out of India can be drawn in or out of India at the Government servant's option. In India they can be drawn only on the first of each month in arrears by an authorized agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn any time after the expiration of the leave)

No 7 is for military officers subject to the Military Leave Rules and Chaplains only
No 8 is for members of the Indian Civil Service only.

Dated at _____ } (Signature) _____
The _____ of _____ 19 } (Designation) _____

To the Accountant General _____

F R. FORM No. 6.

[See rule 503 under F R 74 (a)]

*Letter from the Accountant General when a Government
servant is unable to call at his office.*

To

The _____

Sir,

I have the honour to enclose the following documents:—

(1) A bill for Rs _____ being the pay and allowances due to _____ proceeding on leave out of India, up to the date before his leave commences. Thus you are to deliver to him on his giving you a certificate of his having made over charge of his office and, after he has signed it, to pay

(2) _____'s leave-salary certificate, which you should give him when you pay his bill

(3) The original and triplicate copies of the Colonial Leave-salary Warrant. The original in which the signature of the Government

servant should be obtained should be returned to this office and the triplicate made over to the Government servant

(4) A copy of certificate of leave, which should be made over to the Government servant

(5) A blank form (F R No 7) of report of the date of leaving India, to be delivered along with the leave-salary certificate

(6) A form (F R No 8) of report of your having carried out these instructions which you will send to me

Place _____ }
Date _____ }

Accountant General

F R FORM No 7

[See rule 493 under F. R. 74 (a)]

Report of actual sailing

From

To

THE ACCOUNTANT GENERAL _____

Sir,

I have the honour to report that I sailed from India by the steamer
" _____ " which left _____ on _____
day the _____ of _____ 19 _____

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of
_____ Department

The _____ 19

Accountant General
Comptroller.

F. R. FORM No 8.

[See clause (6) of F R. Form No 6]

Disbursing Officer's Report

From

To

THE ACCOUNTANT GENERAL,

BOMBAY

Sir,

With reference to your letter No _____, dated _____, I have the honour to report that the bill for Rs _____ therein enclosed was delivered to _____ on his giving me a certificate of having made over charge of his office, and further that the bill having

been paid, Mr. _____'s ^{leave salary certificate} Colonial leave salary warrant ^{certificate of leave} was

delivered to him, together with blank form (F R No 7) of report of date of leaving India

2 The original copy of the Colonial leave-salary warrant is returned herewith with the signature of the Government servant duly obtained therein

I have, etc,

Place _____ }
 Date _____ } (Signature) _____

[See Supplementary Rule 459 under F R 74 (a)]

Leave Account of _____ Date of attaining the age of 55/60 years _____
 Date of commencement of service _____ Date of coming under Civil Leave Rules _____
 Date of contract, if any _____

Duty	Leave Earned			Leave at Credit			Leave taken						Balance (On return from leave)		Remarks				
	1	2	3	4	5	6	7	8	On average pay			On half or quarter average pay				15	16	17	18
									Dates	Against entries in Col 6	Against limit of one year for leave on m c and leave in India or Ceylon [Proviso to Rule 81 (b) (ii)]	Dates	Actual period	Actual period converted into average pay					
Government served under	From	To	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	Y m d	

Instructions for filling up Form No F R 9A

1 The Account is to be maintained in terms of leave on average pay For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by 2 and posted in column 14.

2 In the case of officers who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules, the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18 The words "Due on (date of coming under the Fundamental Rules)" should be written across columns 1, 2 and 3 and against these words credit under Rule 77 (b) (u) (1) should be given in column 4 and column 6 and that under Rule 77 (b) (u) (2) and Rule 77 (e) in column 5 and column 7 while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under Rule 78, Note (2) (i) (a), in column 13, one-half of the latter being entered in column 14 The sum total of the entries in columns 6 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively The difference between the entries in columns 8 and 15 should be entered in column 18 and the entry in column 4 or 6 should be repeated in column 16 while the entry in column 5 or 7 *minus* the sum total of the entries in columns 11 and 14 should be shown in column 17

3 When a Government Servant applies for leave, columns 1 to 8 should be filled up Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show $\frac{1}{11}$ th of this period (but see Note 2 below), the sum total of the two entries representing the period of leave (*i.e.*, $\frac{2}{11}$ ths of duty) earned under Rule 77 (b) (u) (3) To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6, similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7 The total of the entries in columns 6 and 7 will be shown in column 8

Note 1—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8

Note 2—The sum total of the entries in column 5, inclusive of the opening entry mentioned in instruction No 2, should not exceed $2\frac{1}{2}$ years [Rule 81 (a) (iv)], and no entry should be made in this column when this limit of $2\frac{1}{2}$ years is reached

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted *in terms of leave on average pay* [but see Rule 81 (d)], to a Government servant on the date on which he intends to go on leave The *maximum* amount of leave *on average pay* which may be granted on that date with medical certificate or out of India and Ceylon will be the sum total of the last entry in column 6, and the unspent balance of "one year" limited to 8 months at a time, provided this sum total is covered by the period entered in column 8, in

the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (b)

4 When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India or Ceylon should be entered in column 11 till the limit of one year is reached and thereafter in column 10. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the Note to Fundamental Rule 88) and overstayal of leave (*vide* Fundamental Rule 73) should be entered in column 13 and one-half of it in column 14.

Note 1—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of "plus one year" from Rule 81 (b) (ii) should be entered in column 11.

Note 2—If the leave taken exceeds the amount at credit, the excess representing leave not due but granted under Rule 81 (e) (i) and (ii), should be shown in red ink in column 17.

5 The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules *plus* all periods of leave subsequently entered in that column *plus* 2½ years.

6. When a Government servant is transferred to service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

[Audit Code, No 284 dated 2nd March 1925]

F. R FORM No. 10

[See rule 510 under F. R 74 (a)]

Service Book.

Space should be provided on the reverse of the title page of the service book to record thumb and finger impressions of (non-gazetted) Government servants under the following heading—

"Thumb and finger impressions of (non-gazetted) Government servant"

The opening page of the service book should contain the following entries.—

- (1) Name
- (2) Race
- (3) Residence
- (4) Father's name and residence.
- (5) Date of birth by the Christian era as nearly as can be ascertained.
- (6) Exact height by measurement

- (7) Personal marks for identification
- (8) Signature of Government servant
- (9) Signature and designation of the head of the office or other attesting officer

Note—[The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (8) and (9) should be dated]

The remaining folios of the service book should be divided into fifteen columns, *viz* —

- (1) Name of appointment
- (2) Whether substantive or officiating, and whether permanent or temporary
- (3) If officiating, here state substantive appointment
- (4) Pay in substantive appointment
- (5) Additional pay for officiating
- (6) Other emoluments falling under the term "Pay"
- (7) Date of appointment
- (8) Signature of Government servant
- (9) Signature and designation of the head of the office or other attesting officer in attestation of columns 1—8
- (10) Date of termination of appointment
- (11) Reason of termination (such as promotion, transfer, dismissal, etc.)
- (12) Signature of the head of office or other attesting officer
- (13) Leave taken—nature and duration of
- (14) Signature of the head of the office or other attesting officer
- (15) Reference to any recorded punishment or censure, or reward or praise of the Government servant

APPENDIX No. 2

FORM A.

[See rule 471 under F R 74 (a)]

Statement of case of—

Rank and Name—

Department—

Age—

Disease—

Habits—

Total Service—

Service in India—

Amount of previous sick leave—

Date of return from last sick leave

and from what station—

Medical History

I

Civil
Presidency Surgeon

District, do hereby certify that

is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment a change of air is essentially

necessary to his recovery and do therefore recommend that he may be permitted to proceed to

Station—

19

Civil
Presidency Surgeon,

District.

FORM B.

[See rule 477 under F. R. 74 (a)]

Sick Certificate.

Certified that
of the Department is suffering from the
duration of which has been days and that he requires
days (or months) for the restoration of his health

The cause of the disease is

Signed

Registered Medical Practitioner.

Place—

Date—

Identifying marks:—

FORM C.

Admission and Discharge Certificate.

Name of Practitioner

Hospital
Dispensary

Name of Patient—
Number in register—
Date of admission—
Date of discharge—
Probable number of days
required for recovery—

This is to certify that
was admitted
as a patient on
and that the nature of his com-
plaint is such as to preclude him

wholly
partially from discharging his duties

He was discharged on
Name—
Rank—
Designation—

Note—The signing officer should state (1)
whether he is the Chief Medical
Officer of the Station or other-
wise, or (2) whether he is a register-
ed medical practitioner.

APPENDIX No 3.

[See rule 497 under F. R 74 (a)]

List of Agents in this Presidency who have executed general bonds of indemnity with Government to cover the leave-salary pension, etc, of their constituents

- 1 The Local Head offices of the Imperial Bank of India
- 2 The National Bank of India, Ltd
- 3 The Hongkong and Shanghai Banking Corporation, Bankers and Army Agents
- 4 The Allahabad Bank, Ltd
- 5 The Bank of India, Ltd
- 6 The Alliance Bank of Simla, Ltd
- 7 The Mercantile Bank of India, Ltd
- 8 The Army and Navy Co-operative Society, Ltd
- 9 Messrs Cox & Co, Bankers & Army Agents
- 10 Messrs Thos Cook & Son
- 11 Messrs King King & Co
- 12 Messrs. Grindlay & Co
13. Messrs Cowasjee Dinshaw & Bros, Aden

APPENDIX No 4.

FORM No I.

[See rules 500 and 502 under F R 74 (a) and rule 528 under F R 74 (b)]

Colonial Leave-Salary Warrant.

(Obverse)

Warrant No

of 192 .

A B having been granted leave for a period of _____ months and _____ days under the orders of the Government of _____ is hereby allowed the privilege of drawing his leave-salary at _____ from _____

2 His leave-salary will be as follows —

Period		Rate in rupees a month
From	to
From	to
From	to

3 The leave-salary will be payable monthly in sterling converted from rupees at the rate of exchange for telegraphic transfers from Calcutta

on London on the day on which each monthly payment becomes due, but will be subject to the following *maxima* and *minima* —

Period		Maximum a month	Minimum a month
From	to		
From	to		
From	to		

4 In addition to the leave-salary shown in paragraph 3, A B is entitled to exchange compensation allowance at the rate of

$\frac{6\frac{1}{2}}{100}$ per cent of his leave-salary a month for the period from to .

This should be converted into sterling at the rate prescribed in paragraph 3, provided that A B shall not receive less than £1 sterling for each 15 rupees of the allowance

* 5 The payment should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading —

6 The following deductions are to be made from the leave-salary of each month before payment —

ICS Provident Fund deductions		At 4 per cent of leave-salary	
		Rs	£
Civil Fund deductions	{ Ordinary For self For sons For daughters 		
Indian Civil Service			
Family Pension			
Fund Subscriptions			
Indian Military Service Family Pension Fund Subscriptions.			

*The following particulars should be noted in this column —

- (1) the major, minor and detailed head of account,
- (2) whether debitable to Central or Provincial revenues, if the latter, the name of the Provincial Government,
- (3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject,
- (4) whether the expenditure is "voted" or "non-voted"

Note 1 —Leave salary is payable in rupees to Government servants residing in Ceylon during their leave (Fundamental Rule 91)

Note 2 —The signature of the Government servant concerned should be obtained on the original copy of the warrant

Note 3 —The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, subject to the minimum rate of 1s 4d per rupee in respect of leave salary drawn on account of the first of four months of leave on average pay and of 1s 6d per rupee in other cases. The maximum rates of leave salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90

FORM No II.

[See rule 504 under F R 74 (a) and Rules 543 and 544 under F R 74 (b)]

Certificate of Leave

Granted to _____ proceeding out of India

1 Government under which employed _____

2 Post last held _____

3 Nature of leave granted _____

4 Date of commencement of leave _____

5 Date of expiry of leave _____

6 Whether a medical certificate of fitness must be produced before return to duty _____

7 Amount of leave, expressed in terms of leave on average pay, at the Government servant's credit on the expiry of the present leave _____

8 Period of leave on average pay which might, under Fundamental Rule 81, be granted if the present leave were extended _____

Place _____ Signature _____

Date _____ Audit Officer

Note 1—No leave-salary is payable on this certificate

Note 2—This certificate must be produced before the High Commissioner, with any application for an extension of leave, or permission to return to duty or the grant of a last pay certificate

Memorandum of information for the guidance of Government servants proceeding on leave out of India

[See rule 492 under F R 74 (a)]

1. If a certificate of departure accompanies this memorandum, the Government servant should sign, stamp and post it to the Audit Officer from whom the memorandum is received

2 Leave begins on the day on which transfer of charge is effected, or if charge is transferred after noon, on the following day

3 Under Fundamental Rule 91, a Government servant may draw in India the leave-salary of the first part of any period of leave on average pay up to a maximum of four months whether such leave be taken by itself or at the commencement of a longer period of leave When a Government servant on leave out of India exercises this option and desires to draw his leave-salary in India—

(1) his pay and allowances up to the date preceding that on which his leave commences are payable in India under the usual rules, and

(2) if he is a gazetted Government servant, he must inform the Audit Office which audits his pay in his last post, through a form which will be received from it, from what treasury he wishes to draw his leave-salary and through what agency.

4 In cases not falling under paragraph 3 above—

(1) the pay and allowances of the Government servant will be paid to him before he leaves India and the Audit Officer who audits his pay in his last post will arrange for this, and

(2) the Government servant must take with him a leave-salary certificate to enable him to draw his leave-salary from the Home Treasury

If the certificate cannot be prepared in time, or if a Government servant proceeding on leave to Europe is compelled to leave without a certificate, it will be forwarded to him to any address which he may leave

5 If a Government servant intends to draw his leave-salary in any of His Majesty's Colonies, the Audit Officer who audits his pay in his last post will furnish him with a warrant addressed to the Colonial officer only on condition that any fund subscriptions due from him shall either be paid in advance or taken by deduction, in the latter case, the warrant to the Colony will show only the net amount payable after such deduction

6 A Government servant taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board at the India Office, if required to do so.

7 If a Government servant proceeds on extraordinary leave out of India, or on leave on average pay out of India during which he does not propose to draw leave-salary, or if a Government servant proceeds to a Colony, he should obtain a certificate of leave in Form No II in Appendix No 4 under the supplementary rules from the Audit Officer who audits his pay in his last post This certificate has to be presented by the Government servant to the High Commissioner for India, if he is on

leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last-pay certificate before returning to duty

8. Subscriptions on account of the Bengal, Bombay and Madras Civil Funds, and the Bengal and Madras Service Family Pension Fund may be paid either in India or in England at the option of the subscriber, and arrangement should be made for such payment by the subscriber. In the case of Military officers in Civil employ subscriptions on account of Indian Military Service Family Pension Fund will be deducted from the leave-salary of the officers concerned. Officers should see that the necessary deductions are made. Subscriptions for the Uncovenanted Service Family Pension Fund, the General Family Pension Fund, and the Hindu Family Annuity Fund are not payable in England.

9. Subscriptions to the General Provident Fund may be paid by remittance in cash to the Audit Office which audited his pay in his last post in the case of a Government servant on leave who draws his leave-salary from a Colonial Treasury, but when a subscriber draws his leave salary from the Home Treasury of the Government of India, his subscription may be paid by deduction from such salary

A Government servant who draws his leave-salary from the Home Treasury and who desires to subscribe during leave must notify his intention beforehand, in order to allow of the deductions from his leave-salary being noted in his leave-salary certificate. He will not be subsequently permitted to discontinue subscribing during leave

10. A Government servant before his departure should communicate—

(*) if a member of the Indian Civil Service in connection with the Indian Civil Service Provident Fund, or a subscriber to the Bengal and Madras Service Family Pension Fund—with the Accountant General, Central Revenues,

(ii) if any other civil officer—with the Secretary of the fund to which he subscribes;
informing him of the arrangements he proposes to make regarding the payment of his subscriptions during his absence

11. Contributions due under the Indian Civil Service Family Pension Regulations must be paid in England in sterling. If a subscriber, previous to quitting India, has commenced the payment of any donation by instalments, he may either complete the payment of his donation in India before leaving or pay the remaining instalments in England at English rates. Subscribers to this fund will obtain, from the Audit Officer who audits his pay in his last post, a certificate of the date up to which they have paid their subscriptions

12. When a Government servant arrives in the United Kingdom, he should at once report his arrival by letter to the High Commissioner for India, giving an address at which letters will find him, and he should forward his leave-salary certificate to the same authority on arrival, or as soon as he receives it from India.

13 The leave-salary of all Government servants is issued from the Home Treasury monthly in arrears on the first day of each calendar month. They will be paid to the Government servant on his personal application, or to his banker or other agent, duly authorised under power-of-attorney on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State or the High Commissioner against loss consequent on his dispensing with the production of such proof), or on presentation of a payment form comprising a receipt and a life certificate both duly completed by the Government servant. A supply of life certificate forms may be obtained from the High Commissioner on the Government servant's written application.

Note—If the Government servant intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

14 Payment of leave-salary will not be made by a Colonial authority unless the Government servant produces his copy of the warrant. Each payment made in the Colony will be endorsed upon the warrant.

When no space for the entry of endorsements of payment remains upon the back of a Colonial leave-salary warrant, or when a warrant is lost or destroyed, the Government servant concerned should make an application for a fresh warrant through the Colonial Disbursing Officer to the Audit Officer who issued the original warrant.

15 If the transfer from one Colony to another of payment of the leave salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor-General in Council and to the High Commissioner.

16 If a Government servant drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant from the High Commissioner. A transfer of this kind must be reported by the Government servant to the Governor-General in Council.

17 A Government servant absent on leave in Europe, North Africa, America or the West Indies who wishes to have his leave extended or commuted, must apply to the High Commissioner for India about three months before the expiry of his leave, and unless the extension is desired on medical grounds, or is for a period of not more than 14 days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

18. If on medical grounds a Government servant on leave in any of the localities named in paragraph 17 desires an extension for more than 14 days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must, as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly, if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the Government servant.

19. If a Government servant on leave in any of the localities named in paragraph 17 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board as prescribed in paragraph 18 above that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original leave was granted.

In the case of a Commissioned Medical Officer the local Government will make a reference to the Director General, Indian Medical Service, before granting the permission.

20. A Government servant on leave out of India elsewhere than in any of the localities named in paragraph 17, who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it.

21. If an application made under paragraph 20 above is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:—

“ We hereby certify that we have carefully examined C. D. of the _____ who is suffering from _____ and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on _____ shall be extended by _____ months _____ weeks.

Date _____ } _____
 Place _____ } _____ ”

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it be signed by foreigners it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

22 An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, unless he produces a certificate of leave (*vide* paragraph 7 *ante*)

23 Leave out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original leave was granted, and if the Government servant seeking commutation is certified in the manner prescribed, to have recovered his health. When extension of the commuted furlough is applied for, the application must be supported by evidence that the Government servant's local Government consents to the extension of his leave.

24. A Government servant who remains absent after the end of his leave is entitled to no leave pay for the period of such absence unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of Fundamental Rule 15, which runs as follows —

“ A Government servant shall not, save in the case of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify ”

25 A Government servant may not without permission of the authority which granted him leave, return to duty more than fourteen days before the end of long leave. The rule applies to Military officers subject to the Military Leave Rules. He must obtain permission to return to duty from the local Government.

26. A Government servant who is required to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

27 If the Government servant desiring to return is on leave in any of the localities named in paragraph 17, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 18 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

28 If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in paragraph 17, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

29 Permission to return will not be granted to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, until he produces a certificate of leave.

30 Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner. A last-pay certificate will not be granted to a Government servant to

whom no leave-salary certificate has been issued unless he produces a certificate of leave. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer by whom the pay of the post which he will join will be audited, his copy of the warrant which will serve as a last-pay certificate.

31 A gazetted Government servant must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his Diocese also.

32 A Government servant is not entitled on his return from leave to resume, as a matter of course, the particular post he vacated before his departure on leave, even though that post may be his substantive post, he must report his return to duty and await orders.

33 A Government servant may return to India by any port and his leave ends on the day preceding that on which the vessel arrives at the port where he last quits it. If, however, the leave from which he returns is of four months' duration or less, his leave ends on the day preceding that on which he takes charge of his duties, unless he takes charge in the afternoon when the leave terminates on and includes that day.

34 On return to duty, the last-pay certificate obtained from the High Commissioner should be exchanged for a last-pay certificate which the Audit Office of the province to which he has been posted will furnish addressed to the Treasury or office at which, after his return, the Government servant intends to draw his pay and allowances.

35 A Government servant returning from leave out of India may be granted an advance of his leave-salary for the unexpired portion of his leave subject to a maximum of 35 days from the date of embarkation for India. On arrival in India an advance may, if he desires it, be paid to a Government servant by or under the order of the Audit Office of the province to which he has been posted under rules framed by the local Government.

To a Chaplain proceeding on furlough (not combined with privilege leave) to England, an advance of the first quarter's allowance may be made in India which will not be recoverable in the event of his death.

To a Military officer subject to the Military Furlough Regulations of 1868 proceeding on furlough (not combined with privilege leave) to England an advance of furlough pay may, if he desires, be made for three months from the date of embarkation. Payments in continuation will be made in England on the expiration of four months from that date.

36 A Government servant is not permitted to take any service or accept any employment without obtaining the previous sanction of—

(a) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies, or

(b) the Governor-General in Council, or the authority competent to appoint him, if he is residing elsewhere.

CHAPTER XI

JOINING TIME

F. R. 105.

601 If vacation is combined with leave, joining time should be regulated under clause (b) (i) of Fundamental Rule 105 if the total period of leave and vacation combined is less than four months' duration and under clause (c) if the leave out of India and vacation combined is more than four months

(Auditor General's Circular No 7 dated 10th and 21st August 1923,
G R, F D, No 337 dated 5th October 1923)

Notice of appointment to new post. F. R. 105 (b) (ii).

602 The authority which ordered the transfer will decide whether the Government servant has not had sufficient notice

F. R. 105 (c).

603 For the purpose of joining time, leave to Ceylon should be treated as leave out of India

(G I, F. D, No 71-P dated 8th February 1901)

Joining time admissible. F. R. 106.

604 Joining time is allowed under the following rules in all cases in which it may be granted

605 Where the needs of the service clearly require that a Government servant should join the post to which he is newly appointed as speedily as possible, and he is informed to that effect, Government expect that he will join at his new station as speedily as practicable without availing himself of the full joining time permitted by these rules. Heads of offices are further reminded that an order of Government appointing a Government servant to another station should be regarded as an order to him to join the new office within the time admissible, and that they will be held responsible that their assistants are relieved without delay

606 No more than one day is allowed to a Government servant in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule

607 No joining time is admissible when the change of appointment does not involve an actual change of office. Joining time of one day is admissible where there is an actual change of office in the same station.

Note—The offices of Collectors and Assistant and Deputy Collectors are distinct offices for the purpose of this rule.

608 In cases necessarily involving a change of station the joining time allowed is subject to a maximum of 30 days Six days are allowed for preparation, and in addition, a period to cover the actual journey calculated as follows —

(a) A Government servant is allowed—

For that portion of
the journey which
he travels or might
travel—

One day for each

By railway . 250 miles

By ocean steamer 200 „

By river steamer 80 „

By motor car or
horse-drawn con-
veyance plying for

public hire .. 80 „

In any other way . 15 „

} Or any longer time actually
occupied in the journey.

(b) For any fractional portion of any distance prescribed in clause
(a) an extra day is allowed

(c) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer

(d) Travel by road not exceeding five miles to or from a railway station at the beginning or end of a journey does not count for joining time

(e) A Government servant whose pay does not exceed Rs 100 is not ordinarily expected to travel by motor car or horse-drawn conveyance plying for public hire, and his joining time is calculated accordingly.

(f) A Sunday does not count as a day for the purpose of the calculations in this rule, but Sundays are included in the maximum period of 30 days

(g) A gazetted holiday counts as a day for the purposes of this rule.

Note—In cases where officers are deputed to undergo special courses of instruction or training, it is not ordinarily necessary to grant as much joining time as they would be entitled to on transfer Heads of offices sanctioning such deputations should see that no more joining time than what is absolutely necessary is allowed in each case

609 When a Government servant, returning from leave out of India exceeding four months, takes joining time before joining his post, his joining time shall be calculated as prescribed in rule 608 ; provided that it shall, if he so desire, be subject to a minimum of ten days

610 By whatever route a Government servant actually travels, his joining time shall, unless Government for special reasons otherwise order, be calculated by the route which travellers ordinarily use.

611 If a Government servant is authorised to make over charge of a post elsewhere than at its headquarters his joining time shall be calculated from the place at which he makes over charge

612 If a Government servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment, but a second period of six days for preparation will not be allowed to him.

613. If a Government servant takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case, the period may be treated as joining time.

614. If a Government servant is appointed to a new post while on leave of less than four months' duration, his joining time will be calculated from his old station or from the place in which he received the order of appointment, whichever calculation will entitle him to the less joining time. If he is on leave out of India, and receives the order before he arrives at the port of debarkation, the port of debarkation is the place in which he received the order, for the purpose of this rule.

In cases falling under this rule in which the Government servant joins his post before the expiry of his leave and joining time, the audit officer may, without reference to the authority which granted the leave, deduct full joining time in reckoning the amount of leave to be debited to the Government servant.

615. A Government servant transferred during vacation may join his new appointment at the end of the vacation, even though the joining time calculated under supplementary rule 608 is thereby exceeded.

616. Government may in any case extend the joining time admissible under these rules.

617. Within the prescribed maximum of 30 days, a competent authority may, on such conditions as it thinks fit, grant to a Government servant a longer period of joining time than is admissible under the rules in the following circumstances —

(a) When the Government servant has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules, or

(b) when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfer, or

(c) when the rules have in any particular case operated harshly as for example, when a Government servant has through no fault on his part missed a steamer or fallen sick on the journey.

618. When a Government servant transferred from one appointment to another does not actually change his residence the transfer does not involve a change of station, though the headquarters of the two appointments may be at different places, and joining time should, therefore, be calculated under supplementary rule 607.

619. The Audit Officer shall move the Head of the Department concerned to report to Government any concession made under S. R. 617 under Fundamental Rule 106 which appears to him contrary to the spirit of the rule. The latter officer may not finally overrule the Audit Officer without a reference to Government.

620. When a Government servant is transferred without change of headquarters and at the same time obliged to join an officer on tour, the

time for his journey out to camp calculated in the manner laid down in supplementary rule 608 may be allowed in addition to the one day admissible under supplementary rule 607.

Place and station to which F. R. 105 (d) applies ; F. R. 106.

621 The joining time under F R 105 (d) of Government servants in the Persian Gulf is regulated by the supplementary rules Nos 303-306 issued by the Governor-General in Council under F R 106

**Rules made by the Governor-General in Council under
F. R. 106.**

303 *Places and stations to which the rule is applicable*—Government servants posted at the places named in column 1 of the following table are entitled to joining time under fundamental rule 105 (d) during journeys, made while proceeding on or returning from leave, between any such place and the station named against it in column 2 of the table, subject to any conditions mentioned in column 3 of the table —

Place 1	Station 2	Conditions 3
Baluchistan, Birjand, Turbat-i-Haidari, Koh-i-Malik Siah and the Khorasan Agency	Quetta	Provided that the leave taken is not leave on average pay not exceeding four months Do
Kashgar	Srinagar	
Kerman	Karachi	
Any other place in Persia, and any place in the Persian Gulf, Arabia, or Mesopotamia	Karachi	
Chambi or Gyantse	Gangtok	

304 *Amount of joining time admissible*—The amount of joining time admissible to a Government servant under rule 303 is the actual time spent on the journey or the period, if any, shewn for the journey in the following table, whichever is less, provided that the journey shall be held to commence on the day following either the handing over of charge of the Government servant's post or his arrival at the station named in column 2 of the table below rule 303 according as the Government servant is departing on or returning from leave —

Journey	Period.
Between Nasratabad and Quetta	15 days
" Turbat-Haidari and Quetta	44 "
" Birjand and Quetta	25 "
" Meshed and Quetta	50 "
" Koh i-Malik Siah and Quetta	8 "
" Kashgar and Srinagar	50 "
" Kerman and Karachi via Bunder Abbas	31 "
" Shiraz and Karachi	26 "

Journey	Period
Between Kermanshah and Karachi <i>via</i> Basra and Baghdad	23 days
„ Dizful and Karachi	19 „
„ Ahwaz and Karachi	15 „
„ Maskat and Karachi	10 „
„ Baghdad and Karachi	20 „
„ Bunder Abbas and Karachi	13 „
„ Bushire and Karachi	12 „
„ Mohammerah and Karachi	13 „
„ Bahrein } and Karachi	The actual number of days occupied in the transmission of mail letters at the time when the journey is made, <i>plus</i> 8 days
„ Koweit }	
„ Lingah }	
„ Chumbi and Gangtok	4 days
„ Gyantse and Gangtok	14 „

305 A Government servant transferred from any of the places named in column 1 of the table in rule 303 is entitled to joining time under clause (a) or (b) of fundamental rule 105 in addition to any joining time admissible under rule 304 above. The additional joining time should be calculated as though the post from which the Government servant is transferred were the station shown in column 2 of the table below rule 303 against the place in which he is serving.

306 *Exception*—The concession prescribed by rule 303 is not admissible to a non-gazetted Government servant in superior service in Persia or the Persian Gulf on pay not exceeding Rs 400, if his departure on leave necessitates the importation of a substitute from India to fill a vacancy extending over less than three months exclusive of the joining time calculated under rule 304.

622 Officers and clerks serving in the Aden Residency and domiciled in India are entitled to joining time under F. R. 105 (d) during journeys, made while proceeding on or returning from leave, between Aden and Karachi, or Aden and Bombay. The amount of joining time admissible to them is the actual time spent on the journey or 12 days, whichever is less, provided that the journeys should be held to commence on the day following either the handing over of the charge of the Government servants' post or his arrival in Bombay or Karachi, according as the Government servant is departing on or returning from leave.

Pay of an officiating Indian Civil Service Officer during joining time. F. R. 107 (a).

623 An Indian Civil Service Officer when transferred from one officiating post on the superior scale to another such post is entitled to the superior scale rate of pay during joining time and if his increment on the superior scale accrues to him within the period of the joining time, he is entitled to draw it from the date on which it falls due.

(Auditor General's Circular No 11 dated 15th January 1924,
G. R., F. D., No. 337 dated 14th February 1924)

CHAPTER XII

FOREIGN SERVICE

**Rules governing Officers transferred to Foreign Service before
1st January 1922. F. R. 109.**

624 To Government servants transferred to foreign service before 1st August 1913 the rules contained in Part VII of the original fifth edition of the Civil Service Regulations continue to apply. The rules in Part VII of the second reprint of that edition apply to Government servants transferred to foreign service between 1st August 1913 and 31st December 1921.

625 (a) Government servants transferred to foreign service before 1st January 1922 are entitled to take the benefit of the new leave rules, and will be adjudged to have elected to do so if they do not exercise the option given by Fundamental Rule 58. To cover cases in which such Government servants come under the new leave rules, the Government of India have been pleased to rule —

(i) that their pay in foreign service shall be treated as pay for the purpose of calculating leave salary, and

(ii) that the existing obligation of foreign employers to pay a portion of leave allowances during privilege leave shall be held to continue during the first four months of any period of leave on average pay

(G I, F D, No 35-E B dated 18th January 1922, G R, F D,
No 1057 dated 26th January 1922)

(b) The expression "their pay in foreign service" mentioned in clause (i) above means "the pay drawn in foreign service less such part of it as may be paid as contribution". In the case of officers who are exempted from the payment of contribution, leave-salary should be based on the actual pay in foreign service without regard to the contribution which would have been paid but for the exemption.

(G I, F D, No 1185-E B dated 29th September 1922, G R, F D,
No 1057 dated 6th October 1922)

626 Extensions of periods of deputation on foreign service ending on and after the 1st January 1922 of Government servants who were transferred to foreign service prior to that date, should be treated as fresh transfers and dealt with under the Fundamental Rules

(Auditor General's Circular No 6 dated 6th July 1923, G R, F D,
No 337 dated 20th July 1923)

Transfer to Foreign Service. F. R 110 (c).

627 A Government servant in foreign service will be entitled to revert six months after he has given notice to Government of his wish to revert,

but Government may allow him to revert sooner. A Government servant in foreign service is liable to recall by Government at any time.

F. R. 114.

628. The Governor-General in Council has issued the following orders regulating the amount of remuneration which may be sanctioned by a local Government for a Government servant transferred to foreign service in an Indian State —

1 When the transfer of a Government servant to foreign service in an Indian State is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified, and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

2 No order of transfer to foreign service shall be issued by a local Government without previous consultation with its Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.

3 The following two general principles must be observed by local Governments in sanctioning the conditions of transfer. —

(a) The terms granted to Government servant must not be such as to impose an unnecessarily heavy burden on the Indian State which employs him.

(b) The terms granted must not be so greatly in excess of the remuneration which the Government servant would receive in Government service as to render foreign service appreciably more attractive than Government service.

4 Provided that the two principles laid down in paragraph 3 above are observed a local Government may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which their grant is in accordance with local custom and the wishes of the Darbar and is, in the opinion of the local Government, justified by the circumstances. The value of the concessions must be taken into account in determining an appropriate rate of pay for the Government servant in foreign service —

(a) The payment of contributions towards leave-salary and pension under the ordinary rules regulating such contributions.

(b) The grant of travelling allowances under the ordinary travelling allowance rules of the local Government or under the local rules of the Darbar, and of permanent travelling allowance, conveyance allowance and horse allowance.

(c) The use of state tents, boats and transport on tour, provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible

(d) The grant of free residential accommodation, which may be furnished, in cases in which the local Government considers this to be desirable, on such scale as may seem proper to the local Government

(e) The use of State motors, carriages and animals

5 The grant of any concession not specified in paragraph 4 above requires the sanction of the Governor-General in Council.

(G R , F D , No 1124 dated 21st February 1922)

6 The pay of a Government servant holding simultaneously two or more appointments in foreign service should be fixed as prescribed in Fundamental Rule 114, so far as possible in accordance with Fundamental Rule 49, and the supplementary rules thereunder

7 If an officer on foreign service in India is sent by his employer out of India on duty, he should be treated as in foreign service in India. Similarly an officer on foreign service out of India deputed by his employer to India on duty should be treated as in foreign service out of India. The fact of the officer's being so deputed should however be brought to the notice of the lending authority as it might be necessary to reconsider the question of his emoluments

(G I , F D , No 1010-E B dated 21st August 1922 , G R , F D , No 1448 dated 16th September 1922)

8 When any Government servant lent on foreign service conditions retires from British service without, at the same time, retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government, so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment

(Paragraph 47 of the Audit Instructions issued by the Auditor General up to 31st October 1922) .

9. A copy of the orders issued by the Governor-General in Council under Fundamental Rule 114 should be forwarded, both on first transfer and on renewal of an expired engagement, by the Audit Officer concerned to every Government servant whose services are lent for employment in an Indian State

Procedure for payment of contribution. F R 115.

629 A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Account Officer (referred to in the next paragraph) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and

take his instructions as to the officer to whom he is to account for the contribution, report to the latter officer the time and date of all transfer of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address, and any other information which that officer may require

630 (a) In the case of foreign service out of India, the "Account Officer" is the Accountant General, Central Revenues

(b) In the case of foreign service in India—

(1) If pay in foreign service is paid from a Government Treasury and is subject to audit by an Audit Officer of Government, the Account Officer is such Audit Officer, (2) otherwise the Account Officer is the Accountant General of the Province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under an Indian State, the Accountant General of the Government under whose Administration the State is

Forest Subordinates in charge of Cantonment Forests F R 116.

631 Pension contribution in respect of Forest subordinates lent to the Military authorities to take charge of Cantonment Forests should be recovered under Fundamental Rule 116

Contribution payable on account of pension and Leave-salary. F. R 117.

632 The Government of India have fixed the following rates of contribution payable on account of the pension and leave-salary of members of the Indian Civil Service who are transferred to foreign service on or after 27th January 1922 —

(1) For pension only—25 per cent of pay actually drawn in foreign service

(2) For leave-salary and pension—40 per cent of pay actually drawn in foreign service

These rates are subject to revision in the future should circumstances call for a change

2 The above rates are also fixed temporarily as a provisional measure for the contributions of Military officers and officers of the Royal Indian Marine in foreign service.

3 Revised rates of contribution for other services are under the consideration of the Government of India. When they have been calculated the Government of India propose to bring them into force with effect from 27th January 1922. All foreign employers who apply for the services of Government servants should therefore be informed that they will be required to make good, with retrospective effect the difference between the existing rates of contribution and the rates

which may ultimately be fixed by the Government of India under Fundamental Rule 117.

(G. Rs., F. D., No 1076 dated 15th February 1922, and No 1076 dated 17th July 1922)

4. In the case of officers transferred to foreign service after 28th February 1924, to whom the Fundamental Rules do not apply, the rules regarding contributions, leave salary and pension shall be the same as those applicable to Government servants whose employment on foreign service is governed by the Fundamental Rules. For the purpose of this rule a transfer to foreign service includes an extension of the term of employment of an officer who is already on foreign service.

(G. R., F. D., No 2591 dated 4th March 1924)

**Payment of contribution in respect of premia paid
for certain pension funds. F. R. 118.**

633. Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund which qualifies for pension payable from the local fund must, while employed under the local fund, pay the additional premium prescribed in Fundamental Rule 118.

634. In the case of the Bombay Fund, if the premium is paid at a Government Treasury the additional premium is collected at the same time without the intervention of the Directors of the Fund, but if the premium is paid to the Directors, they collect the additional premium also and adjust it in communication with the Accountant General, Bombay.

**Remission of contribution on account of pension and leave-
salary in certain cases. F. R. 119 (a).**

635. The following classes of Government servants are exempted from the payment of contribution and their leave-salaries and pensions are calculated according to the rules applicable to Government servants:—

(i) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty which, though paid for by them, also promotes Provincial interests

(ii) Medical Officers lent to charitable dispensaries or hospitals in British India

(iii) The Municipal Commissioners for the Cities of Bombay, Ahmedabad and Surat and any other Government servant or class of Government servants exempted under the old rules, from the payment of contribution

(iv) Chief Officers, Engineers, and Health Officers of District Local Boards, who are Government servants.

**Prescribing the rate of interest to be levied on overdue
contributions. F. R. 119 (b).**

636. If a contribution for leave-salary or pension which is due from a Government servant in foreign service is not paid within fifteen days from the end of the period to which it relates, the Government servant

concerned must pay to Government interest on the unpaid contribution, at the rate of four pias a day per 100 rupees upon the amount due, from the date of expiry of the period of fifteen days up to the date on which the contribution is finally paid

637 When the contribution falls into arrear the Account Officer should bring the fact to the notice of the Government servant in foreign service and claim interest in accordance with the above rule. If any amount due, including interest, is not paid within twelve months of its accrual, the Account Officer should intimate to the Government servant the amount due up to date, and inform him that in consequence of the default he has forfeited his claim to pension or pension and leave salary as the case may be. In order to revive his claim the Government servant must at once pay the amount due and represent his case to Government, who will finally deal with it.

Acceptance of leave to which a Government servant is not entitled. F. R 122.

638 A Government servant in foreign service is personally responsible for the observance of Fundamental Rule 122. By accepting leave to which he is not entitled under the Fundamental Rules he renders himself liable to refund the leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

639 When it comes to the notice of the Account Officer that a Government servant in foreign service has accepted leave to which he was not entitled under the Fundamental Rules, he shall require the leave so granted to be commuted to the leave for which the Government servant is eligible under the rules, and call upon him to refund any leave-salary drawn in excess of the amount admissible.

**Calculation of the contribution for cost of service.
F R 127 (b).**

640 In the case of establishments that existed before 1st January 1922 contributions for pensions and leave-salary should continue to be recovered at the old rates even though the incumbents may change or additions are made to the establishments.

Reduction of the amount of recoveries in respect of certain establishments. F. R 127 (c).

641 Recovery of contribution is remitted in the case of Indian Superintendents of Vaccination and of Vaccinators enrolled as Government servants before 27th November 1906 and employed in cantonments or under Municipalities or paid from Local Funds.

642 The recoveries referred to in clause (c) of Fundamental Rule 127 should not be effected in the case of temporary establishments in

foreign service entertained under that Rule when the persons have not been transferred from Government service but are outsiders temporarily appointed. Cases in which the temporary service eventually becomes pensionable should be met by recovering contribution in arrears under proper authority.

643 Contribution on account of Bombay Medical Service Officers and Subordinate Medical Service Officers lent to local bodies is levied at Rs. 200 and Rs 90 per mensem respectively.

**Instructions under Chapter XII of the Fundamental Rules.
Medical Attendance.**

644. The Government of India have ruled that a Gazetted Officer in foreign service is entitled to the services of the Civil Surgeon of the district in or near which he is employed, if no Medical Officer is provided by his employer. This concession is also admissible to any lent officer of Government of gazetted rank who is not provided with a medical attendant of gazetted rank by his employer.

(G Rs , G. D , No 6283 dated 3rd December 1900 and No 1570 dated
28th February 1918)

CHAPTER XIII

LOCAL FUNDS ADMINISTERED BY GOVERNMENT

, F. R 128.

645 Only such funds as are administered through Government agency (i.e., by Government officers on behalf of Government) are to be treated as "funds administered by Government". The funds administered by more or less independent Local Bodies created by Acts of Legislature are classed as "funds not administered by Government". The following are the local funds which are administered by Government —

- 1 Cantonment Funds
- 2 Mounted Police Funds
- 3 Northern and Southern Group Port Funds
- 4 Landing and Wharfage Fee Fund
- 5 Sea Pilotage Fund, Karachi
- 6 Civil Station Funds
- 7 Agency Funds—
 - Mahī Kantha.
 - Palanpur.
 - Rewa Kantha
 - Kathiawar Consolidated Local Fund
- 8 Superintendent of Police, Public Conveyance Funds,
9. Cinematograph Act Fun

APPENDIX A

Appendix showing the authorities to whom powers under the various fundamental or supplementary rules have been delegated by the Government of Bombay under Fundamental Rule 6.

CHAPTER III

Serial No	Number of Rule	Nature of Power	Authority to which the power is delegated	Scope
1	2	3	4	5
1	S. R. 45, Proviso 1	Power to dispense with a certificate or accept a certificate signed by any female medical practitioner in the case of a female candidate for Government service.	Heads of Departments	Posts under their control the pay of which does not exceed Rs 50 per mensem
2	S R 45, Proviso. 2	Power to accept a certificate signed by any officer, irrespective of his medical qualifications, in the case of a candidate for appointment to a post on pay not exceeding Rs. 50.	Officers of rank not lower than the Collector or District Judge, including the Commissioner of Police, Bombay, the Chief Presidency Magistrate, Bombay, and the Chief Judge of the Court of Small Causes, Bombay	All such posts to which they can appoint.
3	S R 61	Power to permit charge being made over elsewhere than at headquarters	Heads of Departments Deputy Commissioner of Salt and Excise Assistant and Deputy Collectors	In respect of Government servants subordinate to them whose transfer has been ordered by an authority not higher than that of the local Government In respect of non-gazetted Government servants subordinate to them In respect of non-gazetted Government servants transferred from or to the office of an itinerant officer
4	F R 13	Power to suspend a lien	All Heads of Departments	Full power in respect of Government servants whom they can appoint

CHAPTER IV.

Serial No	Number of Rule	Nature of Power	Authority to which the power is delegated	Scope
1	2	3	4	5
1	F R. 24	Power to withhold increments (if the conduct or work of Government servants has not been satisfactory)	<p>All Heads of Departments</p> <p>All Heads of Offices</p> <p>Prant Officers who exercise the power of appointing, promoting or dismissing talatis</p>	<p>Full power in respect of (1) Non-gazetted Government servants under their control, and (2) Gazetted Government servants whom they have power to appoint.</p> <p>Full power in respect of non gazetted ministerial and menial Government servants under their control.</p> <p>Full power in respect of talatis under their control</p>
2	Note under F R 31	Power to allow an officiating Government servant if the post in which he officiates is tenable by a Government servant of any one of several grades or classes in a cadre and the fixation of the pay of all such grades or classes is within the competence of the Local Government to draw the pay of any one of such grades or classes	Any authority competent to make appointments to the posts mentioned in column 3	Full power
3	F R 40	Power to fix the pay of the temporary post, which will be filled by a Government servant	Any authority competent to create the temporary post	Full power provided the pay is fixed at an amount not in excess of the pay of the Government servant who is to be appointed to it

CHAPTER IV—*contd.*

Serial No	Number of Supplementary Rule	Nature of Power	Authority to which the power is delegated.	Scope	Remarks
1	2	3	4	5	6
4	S R 81	Power to give officiating promotions in the place of Government servants undergoing training	Settlement Commissioner and Director of Land Records Collectors (Including the Deputy Commissioner, Upper Sind Frontier) and District Judges	In the case of Government servants appointed to officiate as District Inspectors of Land Records when the latter are under-going training in the use of Theodolite and Plane Table In the case of Government servants appointed to officiate for Government servants under their control permitted to undergo training at the Central Police Training School, Nasik	The officiating Government servants should receive special pay at Rs 40 per mensem in addition to their pay. A statement in duplicate showing acting promotions made should be submitted to Government in the Administrative Department within a week after the close of the month in which the promotions are made
5	S R 81	Power to allow a Government servant to proceed on duty and to draw pay and allowances for such duty	Controlling officers Heads of Departments and Deputy Inspectors General of Police	In respect of Government servants subordinate to them proceeding to any part of the territories under Bombay Government or to a District or Foreign State or Settlement adjoining the sphere of duty of the controlling officer In respect of Government servants subordinate to them proceeding to any part of British India, whether within or beyond the limits of the Bombay Presidency or to any Indian State or Foreign Settlement in India.	

CHAPTER V

Serial No	Number of Supplementary Rule	Nature of Power	Authority to which the power is delegated	Scope	Remarks
1	2	3	4	5	6
1	117	Power to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than one post to which permanent traveling allowance is attached	All Heads of Departments	In respect of posts which can be filled up by them or by officers subordinate to them	
2	127(b)	Power to decide the shortest of two or more routes.	All Heads of Departments	In respect of journeys within their jurisdiction performed by Government servants under their control	
3	128	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	All Heads of Departments.	Do	
4	137	Power to declare that a Government servant whose pay does not exceed Rs 30 is entitled, for journeys by steamer, to lowest class accommodation only	All Heads of Offices	Full power	
5	142(a)	Power to decide, in cases of doubt or hardship, the class of steamer accommodation to which a Government servant is entitled	Heads of Departments	In respect of non gazetted subordinates	
6	164	Power to fix the head-quarters of a Government servant in connection with his journey on tour	Commissioner in Sind Officers of rank not lower than a Collector or District Judges Registrar of Co-operative Societies and Superintendent, Civil Veterinary Department, Bombay Presidency	In respect of Government servants in Sind touring in the whole of that Province In respect of Government servants serving under them Do	
7	167	Power to decide whether a particular absence is absence on duty	Heads of Departments	In respect of their subordinates	In the case of Heads of Departments themselves the question should be determined by Government

CHAPTER V—*contd*

Serial No	Number of Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope	Remarks
1	2	3	4	5	6
8	180	Power to grant exemption from the rule limiting a halt on tour to ten days	<p>The Commr in Sind The Commrs of Divns The Commr of Excise The Consrs of Forests Collector of Salt Revenue, Bombay The Settlement Commr and Dir of Land Records The Regr of Co op Societies The Dir of Agric All Collrs and Distt Regrs including the Collrs and Distt Regrs in Sind and the Dy Commr, Upper Sind Frontier The Regr, High Court, Appellate Side The Prothonotary and Regr, High Court, Original Jurisdiction The Administrator General The Judl Commr of Sind The Secys to Govt The Distt and Sessions Judges The Remembrancer of Legal Affairs The Inspr Genl of Regn The Inspr Genl of Prisons The Inspr Genl of Police The Dy Insps Genl of Police* The Commr of Police, Bombay The Poll Resident, Aden The Agent to the Govr, Kathiawar The Resident at Kolhapur and Poll Agent, S M O States The Poll Agent for Cutch and for Morvi in Adhol The Dir of Public Instruction The Surgeon Genl with the Govt. of Bombay The Dir of Public Health The Consulting Surveyor to the Govt of Bombay The Supdg Engrs of Divns The Chief Engr, Indus River - Commission The Sany Engr to Government, The Dir of Industries Chief Engineer, Lloyd Barrage & Canals Construction</p>	In respect of officers under them	The power should be exercised subject to the limit of 30 days' halt in individual cases

* In respect of non-gazetted Government servants only

CHAPTER V—*contd*

Serial No	Number of Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope	Remarks
1	2	3	4	5	6
9	185	Power to allow in addition to mileage allowance the actual cost of maintaining camp during a sudden journey away from it	Commr in Sind, Commrs of Divns, Consrs of Forests Surgeon Genl with the Govt of Bombay Dir of Public Health, The Commr of Excise The Settlement Commr and Df of Land Records The Dir of Agre The Chief Engr in Sind The Supdg Engrs The Dir of Public Instruction The Inspr Genl of Police The Inspr Genl of Prisons Chief Engineer, Lloyd Barrage and Canals Construction The Sanitary Engineer to Government	In respect of officers serving under them	
10	186	Do	Do	Do	
11	188	Power to allow a Govt servant to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of conveying camp equipment, etc	The Commr in Sind The Commrs of Divns The Commr of Excise The Chief Conar of Forests, Bombay Presy The Dir of Agre	In respect of officers subordinate to them In respect of Govt servants of the Forest Department In respect of the Dy Dirs of Agre and the Second Economic Botanist to Govt The Dir is also authorised to pass bills in respect of the cost of the conveyance of one bicycle and one motor cycle on Govt duty by railway or steamer in the case of the four Divl Supts of Agre, Northern, Central, and Southern Divns and Sind, and for any other officers in his Deptt. for the performance of whose duties on tour a bicycle is desirable	Every case in which the free carriage of cars, horses, camels or motor cycles is allowed should be reported to Govt within one month of the granting of the permission.

CHAPTER V—*contd.*

Serial No	Number of Supplement-ary Rule	Nature of power	Authority to which the power is delegated	Scope.	Remarks	
1	2	3	4	5	6	
			The Regr of Co-op Societies	In respect of the Asstt Regrs. of Co op Societies, Northern, Central and Southern Divns	Every case in which the free carriage of cars, horses, camels or motor cycles is allowed should be reported to Govt within one month of the granting of the permission	
			The Dir of Public Health	In respect of officers subordinate to them		
			The Surgeon Genl with the Govt of Bombay			
			The Inspr Genl of Prisons	In respect of officers subordinate to him		
			The Inspr Genl of Police	In respect of all Police Officers, including Dy Inspr Genl of Police, Northern and Southern Ranges		
			The Dy Inspr Genl of Police and Supdt of Police	In respect of all Police Officers subordinate to them		
			The Commr. of Police, Bombay.	In respect of officers subordinate to them		
			All Poll Agents			
			The Poll Resident, Aden	In respect of themselves and subordinate officers		
			Supdg Engrs (including the Sanitary Engr)	In respect of themselves		
			Chief Engineer			
			Chief Engineer, Lloyd Barrage & Canals Construction	In respect of all the officers and servants subordinate to him, whether clerical or non clerical	Cases in which the free carriage of cars, horses, camels or motor cycles is allowed should be reported to Govt. within one month of the granting of the permission	
			Electrical Engr to Govt			
			The Accountant General	In respect of the cost of carriage of one bicycle by railway or steamer by the Examiner of Local Fund Accounts		
			The Examiner of Local Fund Accounts	In respect of the cost of carriage of one bicycle by railway or steamer by Auditors under him		
12	208	Power to allow travelling allowance for a journey to join a first post in Govt service	All Heads of Dep'ts	In respect of non-gazetted appointments	The Poll Res, Aden, is authorised to exercise the power (i.e., the grant of free passage) in respect of men enlisted in India for non-gazetted appointments in the Aden Police Force.	

CHAPTER V—*contd.*

Serial No	Number of Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope	Remarks
1	2	3	4	5	6
13	295	Power to decide the rates of travelling allowance admissible to a Govt servant or a student not already in Govt service, selected to undergo a course of training	Dir of Public Instruction	In the case of any officer of the Ill Deptt including a student not already in Govt service	All the powers mentioned in the rule except the power to sanction halting allowances and travelling allowance for journeys during the course of training. In the case of Govt servants (except those stationed at Bombay) deputed to the Secondary Training College, Bombay, the Dir is authorised to sanction the grant of halting allowance also
			Dir of Public Health	Govt servants of the Public Health Deptt below the rank of Asst Dir proceeding for ordinary course of instruction in vaccination, rat destruction, water purification or training as Sanitary Surveyors, to Belgaum, Bombay or other centres of training	The Govt servants should be treated as on tour but allowed railway fare only
14	328(a)	Power to grant T A to persons not in Govt service attending Commissions of enquiry, etc., or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong	Dir of Public Health	In respect of persons required to perform services of the kind mentioned in clause (a) of the rule in connection with the Deptt of Public Health	
			Dir of Agric	In respect of persons required to attend the meetings of the Board of Agric at a place other than that where they usually reside	Exclusive of daily allowance for the halt, the T A to be restricted to one first class single fare for the journey each way to and from the place of meeting
15	328(b)	Power to grant actual travelling hotel and carriage expenses, instead of travelling allowances	Dir of Public Health	In respect of persons required to perform services of the kind mentioned in clause (a) of rule 328 in connection with the Department of Public Health	

CHAPTER V—*contd*

Serial No	Number of Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope.	Remarks
1	2	3	4	5	6
16	382 and 390	Power to sanction honoraria or fees	<p>1 Heads of Departments</p> <p>2 The Collector of Customs, Bombay, Collectors of Abkari and the Collector of Customs, Karachi</p> <p>3 Educational Inspectors and Principals of Colleges (including the Principal of the Secondary Training College and Principals of the Vernacular Training Colleges)</p> <p>4 Principal, Sir J J School of Art, Bombay</p> <p>5 Commissioners of Divisions</p>	<p>Honoraria up to Rs 250 and fees up to Rs 500</p> <p>Rewards not exceeding one-half of the realised or estimated value of the confiscated goods and of the penalty or fine imposed, subject to the condition that the amount paid to any person or persons in any case shall not exceed Rs 500</p> <p>To permit any teacher in the Government institutions under their charge to accept fees for private tuition up to a limit of Rs 100 during a school term</p> <p>To allow any teacher in the school to accept fees for private tuition or small outside commissions up to a money limit of Rs 100 during a school term</p> <p>Remuneration to the extent of Rs 250 granted by Local Boards to Government servants for work done for the Boards</p>	
17	389	Power to sanction the undertaking of a work for which an honorarium or fee is given from a source other than general revenues	1 Heads of Departments	In respect of Government servants under their control	<p>In cases where the amount of honorarium is not likely to exceed Rs 250 or of fees Rs 500</p> <p><i>Note</i>—In the case of Chaplains the sanction of Government is necessary for the acceptance of the post of temporary Examiner on the Board of the University of Bombay and the receipt of the usual remuneration for that work</p>

CHAPTER V—*concl'd*

Serial No	Number of Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope	Remarks
1	2	3	4	5	6
			2 Immediate Superior	In the case of a Government servant in the Public Works Department acting as an arbitrator	In cases where the amount of fees is not likely to exceed Rs. 250.
			3 District Local Board and the Educational Inspector of the Division jointly	Teachers serving under Local Board Schools	When the fees for a school term are not likely to exceed Rs 100
			4 The Educational Inspectors and Principals concerned	Teachers in the Government Institutions under the charge of Educational Inspectors, Principals of Colleges (including the Principal of the Secondary Training College and Principals of the Vocational Training Colleges) and the Principal, Sir J J School of Art	When the fees for a school term, or for an outside commission in the case of a teacher in the School of Art, are not likely to exceed Rs 100.

CHAPTER VI.

Serial No	Number of Fundamental Rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
	49	Power to appoint a Government servant to hold substantively as a temporary measure, or to officiate in more than one post and to fix the pay of subsidiary posts and the amount of compensatory allowances to be drawn	1 Heads of Departments 2 Sub divisional Officers	(a) Full power subject to the restrictions that without the sanction of Government— (1) the aggregate pay shall not exceed the pay which the Government servant would draw in the most highly paid of the appointments if he held it substantively and alone, (2) the aggregate compensatory allowances shall not exceed the total of the compensatory allowances attached to any one of the posts provided in all cases that if the Government servant is not in a position to discharge adequately the duties of the second post, his appointment being necessitated as an exceptional measure, the further limitations shall apply that— (1) his appointment to the second post shall be officiating, (2) his aggregate pay shall not exceed the pay drawn by him in respect of the first post plus special pay not exceeding one-tenth of the presumptive pay of the second post, (3) in the cases specified in schedule A, the special pay shall be as there shown, (4) he shall not receive any portion of the compensatory allowances attached to the second post (b) The authority making the appointment will decide whether or not it falls under the preceding proviso (c) An officer appointed to officiate in a post subordinate to him in addition to his own duties, is not entitled to any additional remuneration as it is undesirable that an officer doing the work of his subordinate in addition to his own should get any extra allowance for the additional work. As regards talatis subject to the restrictions imposed in the general case as above

SCHEDULE A

(Schedule referred to in proviso 3 in columns 5 above)

Designation of Government servant appointed	Additional post	Special pay p m (in addition to pay drawn in respect of his original post)	Remarks
1	2	3	4
(1) Talati	Talati	<p>(1) If the Talati whose duties he performs in addition to his own receives fixed pay such portion of that fixed pay, not exceeding one half as the sub divisional officer may determine</p> <p>(2) If the Talati whose duties he performs in addition to his own is remunerated by a percentage on the revenue such portion of such percentage as the sub divisional officer may determine provided always that no extra expense shall be caused to Government by the arrangement</p>	
(2) An Officer of the Forest or other Department	Divisional Forest Officer	Such amount not exceeding Rs 100 as may be fixed by Government	
(3) A Subordinate Judicial Officer	District Judge	Rs 150	
(4) Clerk of Subordinate Civil Court or a member of the clerical establishment doing duty as such	Subordinate Judge	Rs 15	Provided that the District Judge or the Judicial Commissioner of Sind in the case of the Karachi District considers the additional remuneration to be necessary
(5) An Officer other than a Police Officer including a Supernumerary Assistant Collector	District Superintendent of Police	Rs 100	Provided that such appointment does not involve an increase in the sanctioned strength of Officers for the whole Presidency required for the charge of Police Districts
(6) An Inspector of Police	Superintendent of Police	Rs 100	

SCHEDULE A—*cont'd.*

Designation of Government servant appointed	Additional post	Special pay p m (in addition to pay drawn in respect of his original post)	Remarks
1	2	3	4
(7) An Officer of the Indian Educational Service	A post in the Indian Educational Service	Not exceeding one-fifth of the presumptive pay of the post or Rs 200 a month whichever is less	
(8) An Assistant Director of Public Health in charge of a Circle	Assistant Director of Public Health in charge of a circle	Rs 100	
(9) An Assistant Surgeon in the Chemical Examiner's Department	Chemical Analyst, Bombay	Rs 100	
(10) Any Officer ..	Superior Appointment on the cadre of the Indian Political Department other than a Residency	Rs 150	
(11) An Executive Engineer	Executive Engineer of a second District or independent subdivision.	Any sum between Rs 100 and Rs 250 as may be fixed by Government	
(12) A temporary Engineer	Executive Engineer of a District	Such amount not exceeding Rs 200 as may be fixed by Government	
(13) An Upper Subordinate or Member of the Subordinate Service in the Public Works Department.	Executive charge of one or two Districts	Do	
(14) A Sub-Divisional Officer of the Public Works Department	Another subdivision.	Not exceeding Rs 75 if in the opinion of Government the dual charge entails a substantial increase of work and responsibility.	
(15) An Officer of the Agricultural Service other than Indian Agricultural Service	Indian Agricultural Service appointment	Such special pay not exceeding Rs 100 per mensem as may be fixed by Government.	

SCHEDULE A—*contd*

Designation of Government servant appointed	Additional post	Special pay p m (in addition to pay drawn in respect of his original post)	Remarks
1	2	3	4
(16) An Officer of the Civil Veterinary Service other than Imperial Civil Veterinary Service	Imperial Civil Veterinary Service appointment	Such special pay not exceeding Rs 100 per mensem as may be fixed by Government	
(17) Superintendent, Civil Veterinary Department	Superintendent, Civil Veterinary Department	Rs 100 under specific orders of Government	
(18) A Regimental Medical Officer	Civil Surgeon	Rs 100	
(19) A Regimental Medical Officer	Any appointment except that of a Civil Surgeon reserved exclusively for Commissioned Medical Officers	The amount of special pay is regulated by Military rules	
(20) An officer in medical charge of a Civil Station	Visiting charge of a Civil Station	Rs 100	
(21) Any officer	Medical charge of a Central Jail when the administrative and medical charges are not united	Rs 100 to be increased by Government to Rs 150 in special cases	Provided always that the aggregate cost for the administrative & medical charges shall not exceed the total pay payable for the combination of the two charges in one person
(21-A) A Head Accountant	Huzur Deputy Collector	Rs 30	Such appointments may be made by Commissioners when they do not extend over a period of one month even if the Head Accountants have not passed the Qualifying Examination. The Head Accountants must however have passed the Head Accountants' Examination.

SCHEDULE A—*concl'd*

Designation of Government servant appointed	Additional post	Special pay p m (in addition to pay drawn in respect of his original post)	Remarks
1	2	3	4
(22) Any Civil or Military Officer	Full time Cantonment or Assistant Cantonment Magistrate	Rs 100	In the case of a Civil officer being appointed to perform the judicial duties and a military officer the executive duties in addition in each case to the duties of his appointment, the amount of special pay will be equally divided between the two Officers.
(23) Any member of the Indian Civil Service or any officer holding an appointment ordinarily held by a member of that service, or a Superintendent of a Central Jail	Executive charge of a District Jail	Nil	
(24) Any person other than those mentioned in entry No 23	Do	First Class Jail Rs 150 per month, Second Class Jail Rs 100 per month Third Class Jail Rs 75 per month and Fourth Class Jail Rs 50 per month	The minimum limit of Rs 100 does not apply to the case of an officer appointed to hold the post of Assistant Superintendent of Police and of District Superintendent of Police.
(25) Any officer	A post which is open to and is in practice held by a member of the Indian Civil Service or a Military Commissioned Officer	Not less than Rs 100 a month under the orders of Government	
(26) Second Class Subordinate Judge	First Class Subordinate Judge	Rs 75	
(27) Ranger	Ranger	Rs 15	
(28) Forester	Forester	Rs 5	

CHAPTER IX.

Serial No	Number of Fun- damental Rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
	56 (a)	Power to retain a Government servant, other than a ministerial servant, in service after the age of 55 years	Any authority competent to fill the appointment (if vacant) of the Government servant who is required to retire or is retained in service	Full power so long as the Government servant has not reached the age of 60 years
	56 (b)	Power to retain a ministerial servant in service after the age of 55 years		

CHAPTER X

Serial No	Number of Supplementary rule	Nature of power	Authority to which the power is delegated	Scope		Remarks
				Class of Government servants	Length of absence from duty	
1	2	3	4	5	6	7
1	436	Power to grant leave, other than special disability leave, to non gazetted Government servants	<p>1 Collector of Customs, Bombay</p> <p>2 Chief Collector of Customs in Sind</p> <p>3 District Registrars</p> <p>4 Educational Inspectors</p> <p>5 * * *</p> <p>6 Collectors (including the Deputy Commissioners, Upper Sind Frontier)</p> <p>7 Deputy Inspectors General of Police and Superintendents of Police</p>	<p>Non gazetted Government servants subordinate to him drawing Rs 150 and above</p> <p>Do</p> <p>Sub Registrars serving under them</p> <p>Assistant Deputy Educational Inspectors, Assistant Masters in Training Colleges and High and Middle schools.</p> <p>* * *</p> <p>Head Accountants</p> <p>Police Sub-Inspectors subordinate to them</p>	<p>Full period admissible under the rules</p> <p>Do</p> <p>Four months</p> <p>Four months</p> <p>* * *</p> <p>Four months</p> <p>Full period admissible</p>	<p>Provided that in making temporary appointments during the period of such leave, no teacher is transferred from a High or Middle school to a Training College or to a post of Assistant Deputy or vice versa without the sanction of the Director of Public Instruction</p> <p>* * *</p> <p>Provided the Collector is able of his own authority to appoint a substitute without reference to the Commissioner</p> <p>*</p>

CHAPTER X—*contd*

1	Number of Supplementary rule	Nature of power.	Authority to which the power is delegated	Scope		Remarks.
				Class of Government servants	Length of absence from duty	
	2	3	4	5	6	7
430— <i>contd.</i>		Power to grant leave, special disability leave, to non gazetted Government servants— <i>contd</i>	8 Selected Deputy Commissioners 9 Superintendents of Salt and Excise, Chief Account Officer of Customs, Salt and Opium and Superintendent of Lights 10 Subordinate Judges 11 Assistant Superintendents of Police 12 Assistant or Deputy Assistant Political Agent, Jail Superintendent and Medical Officer, Pahanpur 13 Assistant Registrars of Co operative Societies 14 Deputy Directors of Agriculture 15 Mamlatdars 16 Inspectors of Registration 17 District Inspectors of Land Records.	Subordinate, below the rank of Rangere Clerical Establishment under them Ministerial officers under them Head Constables and Constables in their Divisions Subordinates in their offices Auditors, I and II class, sub auditors, clerks and auditors' clerks, Weaving Inspector and Assistant Weaving Inspector and Industrial Organizer Agricultural Organizers I and II class Mental establishment under them Peons under them Do	Four months. Full period admissible under the rules Four months Do One month One month Do Four months Do Do Do	Provided that no extra expenditure is involved in the case of leave granted otherwise than on full average pay equal to one eleventh of the period spent on duty When substitutes have not to be provided from other courts Provided no extra expense is involved If so authorised by the Registrar and provided no substitute is required Do Provided that no additional expenditure is incurred Do Do

18. Transfers in Political Agencies	Mental establishment under them	Full period admissible	Provided that no additional expenditure is incurred.
19 Superintendent, Bombay City Survey	Members of the field staff employed under him whose homes are situated beyond the limits of the Bombay Presidency	Three months in the year on half pay or less and railway fare one way only, the leave allowance and railway fare being payable after return to duty	
20 Chief and Superintending Engineers of Divisions, Sanitary Engineer to Government and the Consulting Architect to Government.	Permanent Upper Subordinates	Leave of all kinds to the extent admissible	<p>Provided</p> <p>(a) that a certificate of title to leave is first obtained from the Principal Auditor in the case of Upper Subordinates of gazetted rank,</p> <p>(b) that the officer granting the leave is able to make efficient arrangements for carrying on the absentee's duty,</p> <p>(c) that the sanction is notified in the <i>Bombay Government Gazette</i> in the case of Upper Subordinates of Gazetted rank and in the case of other Upper Subordinates, a report submitted to Government and the Principal Auditor from the 28th of one month to 25th of next month,</p> <p>(d) that in the case of Military Subordinates the delegation is restricted to leave on average salary only, applications for long leave being forwarded to the General Officer Commanding the Division in which the Subordinate is employed.</p>
21. Electrical Engineer to Government.	Upper and Lower Subordinates (permanent or temporary).	One month	<p>Provided</p> <p>(a) the officer is able to make efficient arrangements for carrying on the absentee's duties,</p>

CHAPTER X—*contd.*

Serial No	Number of Supplementary rule	Nature of power	Authority to which the power is delegated	Scope		Remarks
				Class of Government servants	Length of absence from duty	
1	2	3	4	5	6	7
1	430— <i>concl'd.</i>	Power to grant leave, other than special disability leave, to non-gazetted Government servants— <i>cont'd.</i>				<p>(b) that a certificate of title to leave is first obtained from the Principal Auditor in the case of Upper Sub-ordinates of Gazetted rank,</p> <p>(c) that the sanction is notified in the cases contemplated in (b) above and in others a report is submitted to Government and the Principal Auditor as explained in proviso (c) against item (15) above</p> <p>(a), (b) and (c) as above</p>
			22 Executive Engineers of Districts	Upper and Lower Subordinates (permanent and temporary) and permanent draftsmen	One month	
			23 Executive Engineers in Southern Division in Sind	Clerks in Executive Engineers' offices	Four months	Provided that a report is submitted to the Principal Auditor through the Superintending Engineer or Chief Engineer in Sind as the case may be and that the Executive Engineer is able to make efficient arrangements for carrying on the absentee's duties
			24 Executive Engineers in Central Division	Head Clerks in Executive Engineers' offices	One month	Do
			25 Executive Engineers of permanent districts in the Deccan Irrigation Division	Clerks in Executive Engineers' offices	Four months	Do
			26 Do	Head Clerks in Executive Engineers' offices	One month	Do

Power to grant leave, other than special disability leave, to gazetted Government servants	1 Chief Justice	Gazetted officers appointed by the High Court	Full period admissible	
	2 Bishop of the Diocese of India	Chaplains of the Church of England	Four months	Provided that the grant of leave is reported to Government
	3 Commissioner of Land	Gazetted officers in India, except those in the Forest Department	Full period admissible	Provided the necessary arrangements can be made by the Commissioner of his own authority
	4 Do	Mukhtyarkars and other officers graded with them	Do	
	5 Surgeon General with the Government of Bombay	Gazetted officers serving under him	One month	Provided no substitute is required or the Surgeon General is able of his own authority to appoint a substitute
	6 Director of Public Health	Do	Do	Provided no substitute is required or the Director is able of his own authority to appoint a substitute
	7 Commissioners of Divisions	Gazetted officers except those in the Forest and Police Departments	Two months	Provided the necessary arrangements can be made by the Commissioner of his own authority
	8 Do	Mamladars and other officers graded with them	Full period admissible	
	9 Inspector-General of Police	Gazetted Police officers in the Presidency proper	Two months	The Inspector-General of Police should consult the Commissioners of Divisions concerned before granting leave to Gazetted Police officers. In cases in which no extra expense is entailed on the State he should at once notify the grant of leave and the arrangements made in consequence thereof. In cases in which extra expense is entailed on the State, the consequent arrangements will be notified by Government to whom the Inspector-General should therefore send timely intimation of the arrangements

CHAPTER X—*contd*

Serial No.	Number of Supplementary rule.	Nature of power.	Authority to which the power is delegated.	Scope		Remarks
				Class of Government servant	Length of absence from duty.	
1	2	3	4	5	6	7
2	438— <i>contd</i>	Power to grant leave, other than special disability leave, to gazetted Government servants	10 The Commissioner of Police, Bombay. 11 Chief Conservator of Forests. 12 Do 13 Commissioner of Excise 13-A Collector of Salt 14 Settlement Commissioner and Director of Land Records 15 Settlement Commissioner and Director of Land Records 16 Director of Public Instruction. 17 Conservators of Forests 18 Director of Agriculture 19 Director of Industries.	Superintendents of the Bombay City Police Force Extra Assistant Conservators not in charge of Divisions Divisional Forest officers Gazetted officers of the Excise Department Gazetted officers of the Salt Department Gazetted officers serving under him District Inspectors of Land Records Gazetted officers serving under him Extra Assistant Conservators not in charge of Divisions Gazetted officers serving under him Do	Two months Full period permissible Four months One month Do Do Full period admissible One month Do Do Do	The Commissioner should report to Government the grant of leave for notification in the <i>Bombay Government Gazette</i> Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute. Do. Do Do Do The Director should notify the appointments of substitutes in the <i>Bombay Government Gazette</i> over his signature Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute Do Do

20 Consulting Surveyor to the Government of Bombay	Gazetted officers serving under him	One month	Provided no substitute is required
21 Registrar of Co-operative Societies	Do	Do	Provided no substitute is required or the officer granting the leave is able of his own authority to appoint a substitute
22 Inspector-General of Registration	Do	Do.	Do
23 Principal, Bombay Veterinary College	Gazetted officers in the Gladders and Percy Department and officers of the College	Do	Do.
24 Agent to the Governor General in the States of Western India	Gazetted officers serving under him	Do.	Do
25 Political Resident, Aden	Do	Do	Do
26 Resident, Kolhapur and Political Agent, Southern Maratha Country States	Do	Do	Do.
27 Political Agent, Mahil Kantha	Do	Do	Do.
28 Political Agent, Rana Kantha	Do	Do	Do
29 Political Agent, Palampur	Do	Do	Do.
30 Superintendent of Stamps, Bombay	Do	Do	Do.
31 Superintendent, Civil Veterinary Department, Bombay Presidency	Do	Do	Do.
32. Collectors (including the Deputy Commissioner, Upper Sind Frontier)	Mamlatdars and Mukhtyars and other officers graded with them.	Four months	Provided the Collector is able of his own authority to appoint a substitute without reference to the Commissioner.

CHAPTER X—*contd*

Serial No	Number of Supplementary rule	Nature of power	Authority to which the power is delegated	Scope		Remarks
				Class of Government servant	Length of absence from duty	
1	2	3	4	5	6	7
2	438— <i>contd</i>	Power to grant leave other than special disability leave, to gazetted Government servants— <i>concl</i>	33 District Judges 34 Chief and Superintending Engineers of Divisions, Sanitary Engineer to Government and Consulting Architect to Government	Subordinate Judges All Assistant Executive Engineers and Temporary Engineers (whether under covenant or under annual sanction)	Four months Do	When no <i>locum tenens</i> is necessary Provided (a) that the officers are not in charge of any executive District, (b) that the officer granting the leave is able to make efficient arrangements for carrying on the absentee's duties, (c) that the sanction is notified in the <i>Bombay Government Gazette</i> (a), (b) and (c) as above
			35 Government of India	Members of the Provincial Engineering Service Gazetted officers in the Customs Department.	Full period admissible Do	

CHAPTER X—*concl'd*

Serial No	Number of Fundamental or Supplementary Rule	Nature of power	Authority to which the power is delegated	Scope
1	2	3	4	5
	F R 73	Power to extend leave in the case of a Government servant who remains absent after the end of his leave	The authority which granted the leave	Full power provided that the Government servant on leave will, on his return, be, under the authority's administrative control.
	S R 569	Power to grant maternity leave	Heads of offices	Female pensionable Government servants employed by them
	S R 575	Power to grant leave on account of ill health to officers on Government vessels while under going medical treatment	Any authority competent to grant leave, under Supplementary Rule No 436 under F R 66	Full power

CHAPTER XI.

Serial No	Number of Supple- mentary Rule	Nature of power	Authority to which the power is delegated	Scope
1	2	3	4	5
	617	Power to grant a longer period of joining time than is admissible under the rules within the prescribed maximum of 30 days	Heads of Departments	In the case of Government servants holding appointments included in Provincial services and non gazetted subordinates under their control

CHAPTER XII

Serial No	Number of Fundamental Rule	Nature of power	Authority to which the power is delegated	Extent of power delegated
1	2	3	4	5
	F R 110 (c)	Power of transferring to Foreign Service (other than service in an Indian State) within the Province	<p>The Commissioner in Smd</p> <p>The Commissioners of Divisions</p> <p>The Commissioner of Excise</p> <p>The Collector of Salt Revenue</p> <p>The Surgeon General with the Government of Bombay</p> <p>The Director of Public Health</p> <p>The Agent to the Governor, Kathiawar</p> <p>The Inspector-General of Police</p> <p>The Chief Conservator of Forests</p> <p>The Director of Public Instruction</p> <p>The Director of Agriculture</p>	<p>Full power in the case of Government servants whom they can appoint without reference to higher authority</p> <p>Full power in the case of Government servants of the class of fieldmen, kamgars and mahs</p>

INDEX

INDEX TO THE SUPPLEMENTARY RULES

[Figures in heavy type indicate F Rs , figures in light type indicate S Rs]

	Rule
<i>Ablari Establishment—</i>	
Season tickets for —	346
<i>Abolition of appointment—</i>	
When officer on leave	490
<i>Absence—</i>	
From duty continuously for 5 years	18
Maximum period of continuous — from duty	81 (d)
Maximum period of — that may be treated as duty	10
When — is — on duty	167
<i>Accounts—</i>	
Credit and debit in leave —	77—80
Leave —	76, 459—460
<i>Actual Expenses—</i>	
In addition to or in exchange for P T A	173
Of conveying camp equipment	188
Of maintaining camp	185—186
Of maintaining camp equipment during a halt at Headquarters	194
Of transport on transfer	222
On long or short tours	187
<i>Actual Travelling Expenses</i>	19
<i>Additions to Pay</i>	44-48, 90—107
<i>Additional to regular Establishment—</i>	
Recovery of cost of — 	127
<i>Aden—</i>	
Concessions to subordinates serving in —	270
Joining time of Government servant serving in — and domiciled in	
India	622
Subordinates recruited for —	214
<i>Administrative Control—</i>	
Government servants under — of Local Government	4
<i>Advance Increment—</i>	72
<i>Age—</i>	
Definition of —	20
On first appointment	64
<i>Agent—</i>	
Authorized —	497
Local Government as — of the Governor-General in Council	4 (note)
<i>Allotment—</i>	
Partial — of bungalows	278
<i>Allowance—</i>	
Compensatory —	44, 90—107
Conveyance —	113, 118—125
Daily —	113, 150—154, 175—181

	Rule
<i>Allowance—contd</i>	
Date from which — may be drawn	62—63
Exchange Compensation —	28, 90
Grain Compensation —	90
Horse —	113, 118—125
House Rent —	34, 90
Local —	36, 90
Mileage —	113, 126—149, 174
Permanent Travelling —	172, 173—174
Presidency —	37
Temporary and provisional — s	18
Training School —	67
Travelling —	90, 108—374
War —	18
<i>Application for Leave—</i>	461—468
<i>Appointment—</i>	
Age on first —	64
Combination of — s	49, 405
First —	30
Journey on — to Government Service	207—219
Medical Certificate on — to Government Service	44—51
New — while in transit	237
Leave taken before joining new —	238
<i>Apprentices—</i>	
Definition of —	21
Leave to —	104, 597—600
Service of — included in duty	9 (6) (a) (1)
<i>Apprentice Engineers—</i>	
Definition of —	13
Leave to —	599—600
<i>Army Regulations—</i>	
Government servant whose conditions of service are governed by —	3
<i>Annual—</i>	
First — of Government servant in India	9 (viii)
Report of — in the United Kingdom	524
<i>Assumption of Duties—</i>	59—61
<i>Audit Instructions—</i>	
As regards F R 81	548—550
<i>Authorities—</i>	
By whom leave may be granted	436—439
<i>Average Pay—</i>	
Definition of —	9 (2), 7
Leave on —	9 (11)
Of Government servant deputed out of India	9 (2) (a)
Of Officer of Royal Engineers in Civil employ	9 (2) (b)
<i>Barrister—</i>	
Definition of —	9 (3)
Leave of — holding certain posts	98
<i>Bombay—</i>	
Routes between Bombay and Karachi	341
Routes <i>via</i> —	340
<i>Bungalows—</i>	
Partial allotment of —	37b

	Rule
<i>Cadre—</i>	
Definition of —	9 (4)
<i>Camp—</i>	
Actual expenses of maintaining —	185—186
Actual expenses of maintaining — equipment	188
<i>Camp Equipage—</i>	
Actual expenses of keeping — at Headquarters	360—361
Definition of —	23
<i>Camp Equipment—</i>	
Actual expenses of maintaining — during a halt at Headquarters	194
Definition of —	24, 357
Limitations in weight of —	188 (b)
<i>Carriage of tents supplied by Government—</i>	171
<i>Casual Leave—</i>	
Daily allowance during —	352
In course of halt at Headquarters	360
<i>Certificate—</i>	
Last pay —	508, 544
Leave salary —	496, 500—505
Life —	497
Of admissibility of leave	481—483
Of leave	539
<i>Chaplain—</i>	
Acceptance during leave of benefice not acceptance of foreign service	14 (note)
Confirmation of probationary —	287
Definition of —	25
Free passage to —	276
Special leave rules applicable to certain —s	95
<i>Charge—</i>	
Journey to answer a civil or criminal —	277—283
Taken at old station	231
<i>Claims to Leave—</i>	
Priority of —	484
<i>Classes of Journey—</i>	
Travelling allowance admissible for different —	157—303
<i>Clothing Allowance—</i>	
During leave or temporary transfer	104
<i>Colonial Leave-Salary Warrant—</i>	500—505
<i>Compensation—</i>	
Exchange — Allowance	28, 90
Grain — Allowance	90
<i>Compensatory Allowance—</i>	
Conditions under which — may be granted	44
Definition of —	9 (5), 44 (note)
Drawal of —	90—107
During leave and temporary transfer or absence	93, 93—105
<i>Combination of Appointments—</i>	49, 405
P T A during —	117
<i>Commencement and End of Journey—</i>	129
<i>Commissions of Enquiry—</i>	
T A of persons attending —	328
¶ 683—23	

	Rule
<i>Committal—</i>	
Of Government Servant to prison for debt or on a criminal charge	412
<i>Committee—</i>	
T A of persons attending —	328
<i>Compensatory Allowance—</i>	90 (note 1)
<i>Competent Authority—</i>	
Definition of —	26
List of —s	Appendix A at the end of Rules
<i>Complaint—</i>	
Journey to lodge a —	277—283
<i>Compulsory Retirement and Resignation of Office—</i>	56—57, 417—422
Leave beyond compulsory retirement of ministerial officer	86, 56 (note 3), 562A
<i>Concessions—</i>	
General	6A
In connection with the 10 days' rule	180
Special — in the matter of—	
daily allowance	153—154
mileage allowance	128, 133, 135, 136, 142
travelling allowance	100
Special — to Government servants in superior service	222
To Government servants temporarily employed	272
To High officials on retirement	209
To His Excellency the Governor	215
To Members of the Executive Council	216
To Military Officers in Civil Employ	271
To persons appointed in Europe	217
To persons joining by sea	213
To persons re employed in Government service	212
To Police constables	235
To subordinates recruited for Aden	214
To subordinates serving in Aden	270
<i>Conditions of service—</i>	
General	44—64
<i>Conference—</i>	
T A of persons attending —	328
<i>Contract—</i>	
Terms of a specific — override the rules	4
<i>Contribution—</i>	
Calculation of the — for cost of service	127 (b), 640
Payable on account of pension and leave salary	117, 632
Payment of —	115, 629
Payment of — in respect of premia paid for certain pension funds	118, 633—634
Rate of interest to be levied on overdue —s	119 (b), 636, 637
Reduction of the amount of recoveries in respect of certain establishments	127 (c), 611—613
Remission of — on account of pension and leave—salary in certain cases	119 (a), 635
<i>Controlling Officer—</i>	
Duties and powers of —	333, 367, 368, 372
Personal Assistant to — eligible to countersign T A bills	369 (note 1)
Signature of — on T A bills	320—332, 369

	Rule
<i>Conveyance—</i>	
Hire	192
List of places where public — s are kept	39 (note)
Posts in which possession of a — is advantageous	222 (note 2)
Public —	39
Transportation of —	222 I (iv)
<i>Conveyance Allowance—</i>	
Certificate required in certain cases before drawal of —	121
Conditions of grant of —	119
During leave and joining time	124
During epidemic duty	120
During temporary transfer	103
General	113, 118
To officers temporarily on duty in Bombay	125
When drawn	122, 123
<i>Co-operative Societies—</i>	
Special Travelling Allowance rules for Honourable Organizers of — and non official Members of Divisional Boards	205, 206, 257
<i>Daily Allowance—</i>	
Distance to be travelled before — admissible	177
During absence from Head Quarters on duty	176
During halts on tour	178, 180, 181
General	113, 150—154, 175—181
General rules as to drawing of —	151
In expensive localities	160
Rates of —	152
Special concessions in the matter of —	153, 154
When — is admissible in addition to mileage	179
<i>Darbar—</i>	
Journey to attend a—	302
<i>Date—</i>	
From which rules have effect	6B
<i>Day—</i>	
Definition of —	27, 353
<i>Definitions —</i>	9 19—43
<i>Delegation of Powers—</i>	
By Local Government	6-7
<i>Departments—</i>	
Heads of —	32
<i>Departmental Leave —</i>	547
<i>Departure on Leave—</i>	
Procedure	492—494
<i>Deputation—</i>	
Out of India	50-51, 406—409
Pay and allowances of Government servant on — out of India	51
<i>Disability—</i>	
Special — leave	83
<i>Discontinuous Service—</i>	
Leave earned by —	586 590
H 683—274	

	Rule
<i>Dismissal—</i>	
Journey on —	267—276
Pay and allowances of Government servants who are dismissed	52, 410—416
<i>Domicile—</i>	
Acquisition of new domicile	75B
For purposes of F R 75	75A
Question of	75C
<i>Duties—</i>	
Assumption of —	59—61
<i>Duty—</i>	
Absence from — continuously for 5 years	18
Course of instruction or training may be included in —	9 (6) (b)
Definition of —	9 (6)
Interval on first arrival may be included in —	9 (6) (b) (iv)
Limits of sphere of —	165
Maximum period of continuous absence from —	81 (d)
Pay and allowances of Government servant treated as on —	66—69
Plague, famine etc —	9 (12)
Preparation for examination may be included in —	9 (6) (b) (iii)
Special —	172
Sphere of —	40
Time spent on voyage on recall to —	70
When absence is absence on —	167
When Government servant treated as on —	9—13
<i>Efficiency Bar—</i>	
In time scale of pay	25, 71
Pay on passing —	71
Service for increments after passing —	71A
<i>Electric Installation —</i>	
Subsidiary rent of —	45 (I) 370
<i>Employment—</i>	
During leave	69
Of Government servants in any manner required by proper authority	55
<i>Engineers—</i>	
Apprentice —	13
T A of temporary —	108 (note)
<i>Enquiry—</i>	
T A of persons attending departmental —	328
<i>Epidemic Duty—</i>	
Conveyance allowance during —	120
<i>Equipage—</i>	
Camp —	23
<i>Equipment—</i>	
Camp —	21
<i>Europe—</i>	
Concession to persons appointed in —	217
<i>Examination—</i>	
Appearance at —	9
Journey to attend—	216—250
Pay during preparation for —	68
Period of preparation for — may be included in duty	9 (6) (b) (iii)
Preparation for obligatory —	9

	Rule.
<i>Exchange—</i>	
Of Daily allowance for mileage allowance	183, 184
<i>Exchange Compensation Allowance—</i>	
Definition of —	28
During leave	105
<i>Excursion—</i>	
Journey on — tours	252—254
<i>Exemption—</i>	
From operation of 10 days rule	180
<i>Expenses—</i>	
Actual —	155, 156, 185—188
<i>Expensive Locality—</i>	
Higher rates for journeys in —	160
<i>Explanatory Notes—</i>	
As regards T A	339—374
<i>Extension—</i>	
Leave during — of service	562B
Of leave	539
Of service	418, 420, 421
Of service in the case of a member of the I C S who is not a Judge of the Chief Court	423
<i>Extraordinary Leave—</i>	85
<i>Evidence—</i>	
Journey to give —	277—283
<i>Family—</i>	
Definition of —	29
Cost of transfer of — of Government servant	222, 226, 232
<i>Family Pension Fund—</i>	
Government servant may be required to subscribe to —	16
<i>Fees—</i>	
Grant and acceptance of—	46—48, 382—404
Leave admissible to Government servant remunerated by —	594—595
Leave admissible to Government servant remunerated partly by pay and partly by —	596
<i>Ferry charges—</i>	193
<i>Finance Department—</i>	
When consent of — presumed	5A
<i>First Appointment—</i>	
Definition of —	30
Age on —	64
Journey to join post on —	207—219
<i>First Arrwal—</i>	
Interval on — may be included in duty	9 (b) (iv)
<i>Foreign Service—</i>	
Acceptance of leave to which Government servant on — is not entitled	638—639
A Government servant in — appointed to officiate in a post in Government service	124
A Government servant on — reverting to Government service	125—126
A Government servant in — subject to rules in force at time of transfer	109
Application for leave in case of Government servant on —	467—468

	Rule
<i>Foreign Service—contd</i>	
Authority by whom leave may be granted in case of Government servant on —	439
Calculation of the contribution for cost of service	640
Certificate of admissibility of leave in case of Government servant on—	483
Contribution payable on account of pension and leave salary while on —	632—634
Counts as duty for purpose of calculating leave in certain cases	60
Counts for increments	26 (d) and (e)
Definition of —	9(7)
Forest Subordinate in — while in charge of Cantonment Forests	631
Interest to be levied on overdue contributions of Government servant in —	636
Medical attendance in case of Government servant on —	644
Leave and Leave Salary of Government servant on —	115—117, 120, 122—123
Leave retained while on —	14 (b)
Notice of wish to revert from —	627
Pay and joining time of Government servant on —	114
Pension of Government servant on —	115—121
Procedure for payment of contribution by Government servant on —	629—630
Promotion of Government servant on —	113
Reduction of amount of recoveries in respect of certain establishments	641—643
Remission of contribution payable by Government servant on —	635
Remuneration which may be sanctioned when Government servant transferred to — in the Indian State	628
Rules governing Government servants transferred to — before 1st January 1922	624—626
Transfer to —	240
Transfer to — while on leave	112
When transfer to — is admissible	110, 111
<i>Free Accommodation—</i>	
On railway journeys	304—311
<i>Free Passages—</i>	
On recall to duty	70
To Chaplains	276
To Government servants	273, 274, 334
<i>Free propulsion —</i>	321
<i>Free Transit—</i>	
By boat, road, etc	319, 320
By Government motor car	323, 324
By Government steamer	317, 318
By railway	313—316
For warders and constables	318A
<i>Furniture—</i>	
Subsidiary rent of —	45 (f), 380
<i>Gazetted Government Servant—</i>	
Definition of —	31
<i>General Revenue of India—</i>	
Definition of —	9(8)
<i>Goa—</i>	
Personal tax paid on entering or leaving —	163
<i>Government Pleaders—</i>	
Special Travelling Allowance rules for —	204
<i>Governor—</i>	
Average pay of member of Indian Civil Service when he vacates post of —	97
Concession to His Excellency the —	216

	Rule
<i>Grades of Government Servants—</i>	
For purposes of Travelling Allowance	108—112
Of officers officiating in an All-India Service	108 (note 1 I)
<i>Grain Compensation Allowance —</i>	90
<i>Half-pay—</i>	
Leave on half average pay	561
Temporary	516
<i>Halts—</i>	
In case of examinations in expensive localities	250
On tour	178, 180, 181
<i>Heads of Departments—</i>	32
<i>Head Quarters—</i>	
Actual expenses of maintaining camp equipment during halt at —	191
Daily allowance during absence from —	176
Definition of —	164
List of places declared to be —	164 (note)
Local allowance during visits to —	107
Temporary —	181
Travelling allowance admissible for journeys and halts within five miles of —	192—194
<i>Heating Installation—</i>	
Subsidiary rent of —	45 (f), 379
<i>High Officials—</i>	
Amount of luggage admissible to —	203
Carriages reserved for exclusive use of —	304—306, 309
Compartments reserved for exclusive use of —	307
Concession to — on retirement	269
Journey of — while proceeding on or returning from leave	259
Special rules for —	195—203
Travelling by reserved railway accommodation	195
<i>Hill Stations—</i>	
Government servant performing duties at — for his own convenience	245
Journey to —	241—245
List of —	241
<i>Holiday—</i>	
Combination of — with leave and joining time	443—450
Definition of —	33
Prefixes or affixed to leave or joining time	68
<i>Honoraria—</i>	
Definition of —	9(9)
Grant and acceptance of —	46—48, 382—404
<i>Horse—</i>	
Transport of —	228
<i>Horse Allowance—</i>	
Conditions of grant of —	119
During leave and joining time	124
During temporary transfer	103
General	113, 118—125
<i>Horse Boxes—</i>	363
<i>Hospital Leave—</i>	
House rent allowance during —	98
Local allowance during —	97
When — may be granted	571—574

<i>Hours—</i>	Rule
How described	371
<i>House Rent Allowance—</i>	
Bombay House Allowance Scheme	90 (note 2)
Definition of —	34, 90
During absence from Presidency town	99
During leave or transfer	100—101
<i>Ill-health—</i>	
Grant of leave on — to members of certain subordinate services	101 (b), 571—574
Grant of leave on — to officers and seamen of vessels	102, 575, 576
<i>Increase of pay—</i>	
Retrospective effect to —	87
<i>Increment—</i>	
Advance — in time-scale of pay	27, 72, 73
In time scale of pay	24
After transfer from one Department to another	73A
Service for — after passing efficiency bar	71A
Service counting for —	26, 32, 71B, 80A
Withholding —	24
<i>Indian Civil Service—</i>	
Compulsory retirement of member of —	56 (c)
Member of — during joining time	623
Subsistence grant to —	88 (note)
<i>Inferior Service—</i>	
Definition of —	35
Length of service of member of —	122
Transfer of Government servant in —	236
Travelling allowance admissible to Government servant in —	184
<i>Information—</i>	
Journey to give —	277—283
<i>Initial pay—</i>	
In case of clerk qualifying while on service	73B
On time-scale of pay	22, 23, 33, 70
On re employment	70A
When transfer ordered as penalty	28
<i>Instruction—</i>	
Course of —	9
<i>Interpretation—</i>	
Communications regarding —	6
Reservation of right of — by Government	3
Reservation of right of — by Governor-General in Council	8
<i>Joining time—</i>	
Combination of holidays with leave and —	143—150
Definition of —	9 (10)
Holidays prefixed or affixed to —	68
In calculating average pay	7 (note 1)
Included in duty	9 (6) (a) (ii)
Journey during —	261
Leave to Ceylon treated as leave out of India for purposes of —	693
Lien retained during —	14(c)
Local or tentage allowance during —	92
Of Government servant in the Persian Gulf	621
Of Government servant on foreign service	114

	Rule
<i>Joining time—contd</i>	
Of Government servant recalled to duty from leave	266
Of Government servant serving in Aden and domiciled in India	622
Pay during —	107
Pay of an officiating I C S officer during —	623
Regarded as duty	107
When admissible	105, 106, 604—620
When — exceeded	108
When officer deputed to undergo special course	608 (note)
When vacation is combined with leave	601
<i>Journey—</i>	
By special conveyance	161
By rail	222-I, 225
By road	222-II, 225
By steamer	222-I, 225
Commencement and end of —	129
General conditions of admissibility of — on transfer	220
In attendance on an incapacitated Government servant or an insane patient	292—294
In expensive locality	160
Mileage allowance for — by rail	131—136
Mileage allowance for — road	145—149
Mileage allowance for — steamer	137—144
Of a newly appointed Government servant to join his first post	207—219
Of a Government servant on joining time	264
Of High Official when proceeding on or returning from leave	259
Of military officers on civil employ when on leave	260—262
Of staff of Superintendent, Bombay Suburban Survey, while on leave	263
On a course of training	295—301-A
On retirement, dismissal or termination of employment	267—276
On special duty or for passing examination while on leave	256
On tour	164—206
On transfer	220—240
Special concessions to Government servants in superior service in matter of —	222
To appear before a medical board preliminary to retirement	288
To appear before a medical board in other circumstances	289, 291
To attend a darbar or levée	302
To attend examination	246—250
To attend excursions	252—254-A
To attend Local or Municipal Board	251
To attend the Indian Science Congress	303
To give evidence or to lodge a complaint or to give information of an offence or to answer a civil or criminal charge	277—283
To Hill Station	241—245
To obtain medical advice	284—291
To obtain medical certificate	285
Travelling allowance admissible for different classes of —	157—303
When proceeding on or returning from leave or while under suspension	255—266
<i>Jurisdiction—</i>	
Leaving—	84—86
<i>Kanara—</i>	
Mileage Allowance to third grade officers in —	146 (note 1)
<i>Karachi—</i>	
Routes between Bombay and —	341
Routes between — and Larkana	343
<i>Karluns—</i>	
Journey of Taluka — on deputation	224
<i>Larkana—</i>	
Routes between Karachi and —	343

<i>Last-Pay Certificate—</i>	Rule 508, 544
<i>Law Officers—</i>	
Leave admissible to part-time—	591—593
Leave of —	99
<i>Leave—</i>	
Absence after end of —	73
Accounts	78, 459, 460
Admissible to Government servant remunerated by fees or daily wages	103 (c), 594, 595
Admissible to officers remunerated partly by pay and partly by fees	103 (c), 596
Admissible to part-time law officers	591—593
Amount of — due to Government servant	80
Amount of — which may be granted	81
Application for —	74(a) (i), 461—463
Authorities by whom — may be granted	66, 436—439
Beyond date of compulsory retirement	86, 56 (note 3)
Certificate of admissibility of —	481—483
Clothing allowance during —	104
Colonial — salary warrant	500—505
Combination of holidays with — and joining time	443—450
Combination of vacation with —	447A, 450
Compensatory allowance during —	93, 93—105
Conveyance or horse allowance during —	103
Counts for increments in time-scale pay	26 (b) & (d)
Debit and credit in — account	77—80
Departmental —	547
During extension of service	562-13
Earned by discontinuous service	103 (b), 586—590
Earned by temporary and officiating service	103 (a), 577- 585
Employment during —	69
Exchange compensation allowance during —	105
Extension of —	533—539
Extraordinary —	85
General conditions of —	66—74, 440, 411
Government servants whose — is not governed by these rules	94, 94A
Grant of —	74 (a) (ii), 76—86, 484—491
Grant of — on ill-health to members of certain subordinate establishments	101 (b), 571—574
Grant of — on ill-health to officers and seamen of vessels	102, 575—578
Grant of — to Government servant who is unlikely to be fit for return to duty	485
Grant of — to Government servant who ought to be dismissed	486
Holidays prefixed or affixed to —	68
Hospital —	571—571
House rent allowance during hospital —	93
House rent allowance during — or temporary transfer	100—102
How earned	59, 60, 64
How regulated	5
In the case of Government servant re-employed or reinstated	65
In the case of military commissioned officers in civil employ	470—475
In the case of vacation departments	82
Journey for passing examination while on —	236
Journey on special duty while on —	256
Journey while proceeding on returning from —	257—266
Lien retained while on —	14 (a)
Local allowance during hospital —	97
Local allowance during — or temporary transfer	91, 96
Maternity —	101 (a), 569, 570
Medical certificate required for —	467—469
Occupation of Government residence when officer on —	381A
Of barristers holding certain posts	93
Of Law officers	99
Of Military officers in civil employ	100
On average pay	9 (11)

	Rule.
<i>Leave—(contd)</i>	
On half average pay	9 (11), 564
Option of remaining on old — rules	58
Overstay of —	457, 458
Payment of — salary	495—505, 525 —527, 529—532
Places where — salary may be drawn in sterling	566
Priority of claims to —	484
Procedure in case of Government servant in India	459—523
Procedure to be followed elsewhere than in India	524—544
Procedure when a Government servant is not allowed to return to duty after —	487—491
Procedure when departing on —	492—494
Recall from —	70, 451
Refusal or revocation of —	67
Restrictions on amount of — which may be granted	81
Return from —	74 (a) (i), 506 —508
Return from — outside India	540—544
Salary	9 (12), 74 (a) (iii), 87—93
Short — vacancies	442
Special — rules	75
Study — for study of scientific, technical or similar problems or in order to undertake special courses of instruction	84, 560
Study — to officers of the Bombay Medical Service	560 (note)
Study — to officers of the Indian Medical Service	561
Taken before joining new appointment	238
Taken while in transit	239
To Government servant under suspension	55
To probationers and apprentices	104, 597—600
To superannuated Government servants	562
To the President of the Legislative Council	568
Transfer to foreign service while on —	112
When — begins and ends	68
Which was not due	81(e)
<i>Leave-salary—</i>	
After continuous absence from duty for 28 months	88
Amount of —	87
Contribution on account of — of Government servant on foreign service	628—643
Drawn in sterling	566, 567
Maxima in the case of —	89
Minima in the case of —	90
Of a non-gazetted Government servant on pay less than Rs 300 or on leave not exceeding one month	87, 563
On recall to duty	70
Payment of — at Home Treasury	525—527
Payment of — in a colony	528, 529—531
Transfer of payment of — from Home Treasury to Colony and vice versa	532
When leave is in India	495—499
When leave is out of India	500—505
<i>Leave-Salary Certificate—</i>	496, 500—505
<i>Leave—</i>	
Journey to attend —	302
<i>Lien—</i>	
Definition of —	9 (13)
No substantive appointment to post on which a Government servant holds a —	12 (c)
Suspension of —	13, 56—58
When — may be retained	14

	Rule
<i>Life Certificate—</i>	497
<i>Lighthouse—</i>	363
<i>Local Allowance—</i>	
Definition of —	36, 90
During hospital leave	97
During joining time	92
During leave or temporary transfer or absence	94—96
During period of training	106
During visits to Head Quarters	107
Schemes	90 (note 3)
<i>Local Board—</i>	
Journey to attend—	251
<i>Local Fund—</i>	
Definition of —	9 (14)
Funds administered by Government	645
Government servants paid from —	128
Transfer of Government servant to service under —	129
Transfer to Government service from service under —	130
Employee of —	226
Journey to attend —	251
<i>Luggage—</i>	
Amount of — admissible to high officials	203
Recovery of cost of transporting personal —	159
<i>Magistrate—</i>	
Travelling allowance to Honorary —	327
<i>Mahabaleshwar—</i>	
Route between Poona and —	345
<i>Marine Regulations—</i>	
Government servant whose conditions of service are regulated by —	3
<i>Maternity Leave—</i>	101(a), 569, 570 569A
Delegation of power to grant —	..
<i>Medical Advice—</i>	
Journey to obtain —	284—291
<i>Medical Board—</i>	
Journey to appear before a — preliminary to retirement	288
Journey to appear before a — in other circumstances	289, 291
<i>Medical Certificate—</i>	
Form of — required before substantive appointment in India	10
Form of — to be produced by a Government servant returning to duty from leave granted for reasons of health	452—456 255
Journey to obtain —	41—51
On appointment to Government service	469—480
Required for leave	10
Required for substantive appointment in India	71
Required for return to duty from medical leave	

	Rule
<i>Medical Leave—</i>	
Amount which may be granted .	81 (c)
Repeated grants of — ..	441
<i>Medical officers in civil employ—</i>	
Acceptance of honoraria and fees by — .	47 (note)
<i>Medical Statement of case—</i>	
When — is to be forwarded to the High Commissioner	491
<i>Medical Service—</i>	
Study leave to members of Bombay —	560 (note)
Study leave to members of the Indian —	561
<i>Member of Council—</i>	
Average pay of members of I C S when he vacates post of —	97
Concessions to —	216
Date of commencement and termination of tenure of office —	57
Holding office of Governor	429
Subsidiary rent in case of —	381
Travelling allowance of —	197—199
<i>Member of Legislative Council—</i>	
Routes to and from Sind in case of —	342
Travelling allowance of —	200, 201
<i>Mental—</i>	
Exchange of daily allowance for mileage allowance by a —	184
<i>Mileage Allowance—</i>	
For journeys by rail	131—136
For journeys by road	145—149
For journeys within the limits of Indian waters by sea or river steamer.	137—144
General	113, 126—149
In Exchange for P T A	174
Principles of calculations of —	127
Rates of — by road	146, 147
Rates of — by rail	134
Rates of — by steamer	141
Special concessions in the matter of —	128, 133, 135, 136
Special concessions in the matter of — for journeys by steamer ..	142
To third grade officers in Kanara	146 (note 1)
<i>Military Commissioned Officer—</i>	
Definition of —	9 (16) (a)
Minimum leave salary in case of —	90 (notes 2 and 3)
Subsistence grant to —	88 (note)
<i>Military Employ—</i>	
Travelling allowance of Government servants in —	325, 326
<i>Military Officer—</i>	
Definition of —	9 (16) (b)
Pay of — during joining time	107 (note)
<i>Military officers in civil employ—</i>	
Compulsory retirement of —	56 (c) (vii)
Concessions to — on retirement	271
Definition of —	11
How leave of — is regulated	61, 62, 63
Invited to attend darbar or levée	326
Journey of — when proceeding on or returning from leave	260—262
Leave of —	100, 430—435
Officiating on a military post	34

	Rule
<i>Military officers in civil employ—contd</i>	
Pay of —	
Pay of — while under suspension	65
To notify intention to retire	53 (a) 424
<i>Military officers in the Public Works Department—</i>	425—428
Compulsory retirement of —	56 (c) (vii) 3
<i>Minister—</i>	
Concession to —	216
Subsidiary rent in case of —	381
Travelling allowance of —	197—199
<i>Ministerial servant—</i>	
Compulsory retirement of —	562-A
Definition of —	9 (17) 14—16
Exchange of daily allowance for mileage allowance by a non-gazetted—	184
On transfer not entitled to pay while on joining time unless transfer in public interests	107 note 2
<i>Month—</i>	
Definition of —	9 (18)
<i>Motor—</i>	
Explanation of — cycle	222 (b)
Transit by Government — car	323, 324
Transport of — car	222 (note 1), 356
<i>Notice of appointment to new post—</i>	602
<i>Official members of the Indian Legislature—</i>	
Pay of —	88
<i>Officiate—</i>	
Definition of —	9 (19)
<i>Officiating Government servant—</i>	
Increments in case of —	80 A
Pay of —	80—85, 74—81
Travelling allowance of —	105 (note)
<i>Officiating pay—</i>	
In time-scale of pay	32
<i>Officiating post—</i>	
Liability retained while holding —	11 (b)
<i>Officiating I C S officer—</i>	
Joining time of —	623
<i>Officiating Service—</i>	
Counts for increments	24, 26 (c) 32
Leave earned by —	577—555
Taken into account in fixing initial pay	22 (b)
<i>Overseas Pay—</i>	
Definition of —	9 (20)
<i>Overstayal of leave—</i>	457, 158
Does not count for increments	71 D
<i>Part-time Government servants—</i>	501—506
Leave admissible to —	111
Travelling allowance of —	

	Rule
<i>Passage—</i>	
Free —	273, 274
Free — on recall to duty	70
Free — to Chaplain	276
Rules regarding grant of — to civilian personnel of British domicile engaged for service in India who are entitled to 2nd class passages .	334
<i>Passport—</i>	
Cost of — on transfer out of India..	. 222 (a), I Noto 4
<i>Patels—</i>	
Travelling allowance of —	112
<i>Pay—</i>	
Additions to —	44—48, 90—107
Definition of —	9 (21)
Definition of average —	9 (2), 7
During course of preparation for examination	68
During course of training	69
Emoluments classed as —	17
Fixation of —	19
General	19—57, 65—89
Initial — on time scale	22, 23, 33, 70
Initial — when transfer ordered as penalty	28
Judicial —	17
Language —	17
Of Government servant on foreign service	114, 628
Of Government servant reinstated after suspension or dismissal	54
Of officiating Government servant	30—35, 74—81
Of military officers in civil employ	65
Of official members of the Indian Legislature	38
On promotion to All-India or Imperial Service	73
Of temporary posts	39—41
Personal —	9 (23), 19, 37
Time-scale—	22—29, 32, 70—73
<i>Pay and allowances—</i>	
Date from which — may be drawn	17, 62, 63
How regulated	6
Of a Government servant treated as on duty	66—69
<i>Pension—</i>	
Of Government servant on foreign service	115—121, 628—643
<i>Pensioner—</i>	
Reappointed to Government service	212
<i>Permanent Post—</i>	
Definition of —	9 (22)
A Government servant can only hold two or more — substantively at the same time as a temporary measure	12 (b)
Only one substantive appointment to — at the same time	12 (a)
<i>Permanent Travelling Allowance—</i>	
Actual expenses in addition to or in exchange for —	173
During joining time	116
General	114—117
Government servants in receipt of —	173—174
Government servants not in receipt of —	175—194
Mileage allowance in exchange for —	174
When combination of posts	117
When free transit by rail granted	314
When officer on special duty	172

<i>Persian Gulf—</i>	Rule
Concessions to non-gazetted Government servants employed on —	265
Joining-time of Government servant in —	621
<i>Personal Assistants—</i>	
Eligible to countersign T A Bills f	369 (note 1)
<i>Personal effects—</i>	
Explanation of —	222 (b)
Transport of —	222, 227, 359, 366
<i>Personal Pay—</i>	
Definition of —	9 (23)
Is an exception to ordinary rule as regards pay	19
When — is to be reduced	87
<i>Pleaders—</i>	
Special T A rules for Government —	204
<i>Police—</i>	
Concession to — constables	215
Free transit for — constables	318 A
Journey of — recruits to join first appointment	211
Probationers	12
Service-rolls for members of — force	518, 519
<i>Poona—</i>	
Routes between — and Mahabaleshwar	345
<i>Posts—</i>	
Temporary—	88 89
<i>Preparation—</i>	
Pay during course of — for language examination	68
Period of — may be included in duty	9 (6) (b) (III)
<i>President of the Legislative Council—</i>	
Leave of —	568
Travelling allowance of —	202
<i>Presidency allowance—</i>	
Definition of —	37
During leave or temporary transfer	96
<i>Presumptive pay of post—</i>	
Definition of —	9 (24)
Officiating government servant draws —	81
<i>Propriety—</i>	
Of Claims to leave	484
<i>Probationers—</i>	
Definition of —	38
Leave to —	104, 597—600
Police —	12
Service of — included in duty	9 (6) (a) (I)
<i>Promotion—</i>	
Officiation involving —	30
Pay on — to all-India or Imperial service	73
Special case of acting —	36
Travelling allowance on — with retrospective effect	370

	Rule
<i>Provident Fund—</i>	
Government servant may be required to subscribe to —	16
<i>Public Conveyance—</i>	
Definition of —	39
<i>Quarter average pay—</i>	88
<i>Rail—</i>	
Free accommodation by —	304—311
Free transit by —	313—316
Government servants whose duty requires them to travel constantly by —	189—191, 234
High officials travelling by reserved — accommodation	195
Mileage allowance for journeys by —	131—136
Rates of mileage allowance for journey by —	134
<i>Recall from leave—</i>	70, 266, 451
<i>Records of service—</i>	509—523
Entry of leave in —	74(a) (iv)
<i>Re-employment in Government service—</i>	212
Initial pay in case of —	70-A
Leave in case of —	65
<i>Rent—</i>	
House — allowance	34, 90
Standard — in the case of Government residences	375—377
Subsidiary —	379, 380
<i>Rent-free accommodation—</i>	
When Government may grant —	45 (e)
<i>Residence—</i>	
Conditions to be observed when Government provides —	45, 381-A & B
<i>Resignation of office—</i>	
Compulsory —	56 57, 417—422
Date from which — takes place in case of High officials	57
<i>Restrictions on duration and frequency of tours—</i>	168
<i>Retirement—</i>	
Compulsory —	56 57, 417—422, 562-A
Journey on —	267—276
Journey to appear before a Medical Board preliminary to —	288
Leave beyond date of compulsory —	86, 56 (note 3)
<i>Retrospective effect to increase of pay—</i>	87
<i>Return from leave—</i>	74 (a) (i)
On medical certificate	506—508
When Government servant may —	71
	72
<i>Reversion—</i>	
Travelling allowance on — with retrospective effect	370
<i>Road—</i>	
Mileage allowance for journeys by —	145—149
Rates of mileage allowance for journeys by —	146, 147

<i>Routes—</i>		Rule
Alternate —		339
Between Bombay and Karachi	..	341
Between Dhudo and Diplo	.	127 (note 2)
Between Karachi and Larkana	.	343
Between Poona and Mahableshwar	.	345
Between Sinhora and Shahdadpur	.	127 (note 3)
To and from Sind in the case of members of the Legislative Council	.	342
Via Bombay	.	310
<i>Salary—</i>		
Leave — during leave in India		495—499
Leave — during leave out of India	.	500—505
Leave — certificate		499, 500, 505
Staff —		9 (21) (b), 41
<i>Sanitary Installation—</i>		
Subsidiary rent of —	.	45 (1), 379
<i>Science Congress—</i>		
Journey to attend the Indian —		303
<i>Season Tickets—</i>		
For Abkari Establishment		346
Provision of —		132
<i>Service—</i>		
Books		514—517
		520—522
Inferior —	.	35
General conditions of —	.	10—18, 44—64
Records of —	.	509—523
Rolls for members of Police force and certain other non-gazetted Government servants		518, 519
Superior —	.	42
<i>Sind—</i>		
Routes to and from — in the case of Members of the Legislative Council	..	342
<i>Special Conveyance—</i>		
Journeys by —		161
<i>Special Disability Leave—</i>		83
<i>Special Duty—</i>		
Tentage and P T A of officer on —	..	172
<i>Special Leave Rules—</i>		
Admission to benefit of —	.	75, 545
Applicable to certain chaplains	.	95
<i>Special pay—</i>		
Definition of —	.	9 (25)
<i>Specialist Officers—</i>		
Travelling allowance of —		108 (note)
<i>Sphere of duty—</i>		
Definition of —	.	40
Limits of —	.	165
<i>Staff Salary—</i>		9 (21) (b), 41
<i>Standard Rent—</i>		
In the case of Government residences	..	45, 375—377

<i>Statutory Civil Servant —</i>	Rule,
Definition of —	9 (26)
<i>Steamer—</i>	
A Government servant of the 4th grade, travelling by —	162
Free transit by Government —	317, 318 A
Mileage allowance for journeys by —	137—144
Travelling by Government —	144, 222 (note)
<i>Sterling—</i>	
Leave salary drawn in —	91, 565
Places where leave salary may be drawn in —	567
<i>Study Leave—</i>	
For study of scientific, technical or similar problems or in order to undertake special courses of instruction	84, 560
To officers of the Bombay Medical Service	560 (note)
To officers of the Indian Medical Service	561
<i>Subsistence grant—</i>	
Amount of —	48, 82, 83
Definition of —	9 (27)
During suspension	42 (a), 53 (b)
To Government servant appointed in U K	412, 413, 416
To member of I C S or military commissioned officer in lieu of quarter average pay	42 (b)
	88 (note)
<i>Subsidiary Rent—</i>	
Charged	45 (f)
In case of bungalows reserved for Honourable Members and Ministers	381
Of furniture	380
Of water supply, sanitary, heating and electric installations	379
<i>Substantive Appointment—</i>	
Condition precedent to — in India	10
<i>Substantive Pay—</i>	
Definition of —	9 (28)
<i>Sumptuary Allowance—</i>	
Compensatory allowance does not include —	44 (note.)
<i>Superannuated Government Servants—</i>	
Leave to —	562
<i>Superior Service—</i>	
Definition of —	42
Special concessions to members of —	222
<i>Survey—</i>	
Concession to staff of Superintendent, Bombay Suburban —	263
<i>Suspension—</i>	
Journey while under —	255—266
Leave may not be granted to Government servant under —	55
Leave retained while under —	14 (d)
Pay and allowances of Government servants under —	53, 54, 410—416
Reinstatement of Government servant under suspension or dismissal	54
<i>Suspension of Lien—</i>	
	13, 56—58
<i>Tax—</i>	
Personal — paid on entering or leaving Goa	163
H 683—24a	

<i>Technical Pay—</i>	Rule
Definition of —	9 (29)
<i>Temporary and Provisional Allowance—</i>	
Definition of —	18
<i>Temporary employment —</i>	272
<i>Temporary Half-pay—</i>	516
<i>Temporary Post—</i>	9 (30), 88, 80, 232
Lien retained while holding—	14 (b)
Pay of —	39—41
Service in — counts for increments	26 (b) and (d)
<i>Temporary Service—</i>	
Leave earned by —	103 (a), 577—585
<i>Ten days Rule—</i>	180
<i>Tentage Allowance—</i>	-
During joining time	92
During temporary transfer	104
When officer on special duty	172
<i>Tents—</i>	
Carriage of — supplied by Government	171
Transport of —	222 (c)
<i>Termination of Employment—</i>	
Journey on —	267—276
<i>Time reasonably necessary—</i>	9 (v) (note)
<i>Time-Scale Pay—</i>	
Definition of —	9 (31)
Efficiency bar in —	25, 71
Increment in —	24
Initial pay in —	22, 23, 33, 70
Officiating service in —	32
Premature increment in —	27
Service counting for increment in —	26, 29
<i>Tolls—</i>	103
<i>Tour—</i>	
Definition of —	166
Journey on —	161—206
General principles on which T A for journeys on — are granted	170
Government servants not entitled to T A for journeys on —	169
Halts on —	176, 180, 181
Restrictions on duration and frequency of —	168
<i>Training—</i>	
Course of —	9
Course of — may be included in duty	9 (6)
Joining time when officer undergoes course of —	605 (note)
Journeys on a course of —	295—301
Local allowance during —	106
<i>Training School Allowance—</i>	67
<i>Transfer—</i>	
Actual cost of transport on —	222
Clothing allowance during temporary —	104

<i>Transfer—(contd)</i>	Rule
Compensatory allowance during temporary —	93—105
Conveyance or horse allowance during temporary —	103
Cost of passport on — out of India	222 (a) I Note 4
Definition of —	43
From one Department to another	73A
From Service under Local Funds	130
From vacation to non-vacation department and <i>vice versa</i>	558
House rent allowance during leave or temporary —	100—102
Initial pay when — ordered as penalty	28
Journeys on —	220—240
Lien retained while on —	14 (c)
Of Government servant paid from Civil Estimates to Service paid from Army Estimates	2 (note)
Ordinary rule governing —	15
Otherwise than for public convenience	373
Tentage allowance during temporary —	104
To service under Local Fund	129
To foreign service	240
To join post of Member of Council, Commissioner in Sind or Judge of the High Court	233
<i>Transit—</i>	
Government servant appointed to new post in —	237
Government servant taking leave while in —	239
Travelling allowance of officers in —	110
<i>Transport —</i>	
Of family	222, 226, 220, 230, 232,
Of horse	228
Of personal effects	222, 227
Recovery of cost of — of personal luggage	159
Supplied without cost to Government servant	304—324
<i>Travelling —</i>	
Actual — expenses	19, 155, 156, 173
<i>Travelling Allowance —</i>	
Admissible for different classes of journey	157—303
Admissible for journeys and halts within 5 miles of Head Quarters	192—194
Admissible to Government servants in inferior service	184
Admissible when means of transport are supplied without cost to the Government servant	304—324
Admissible when the whole or part of the means of conveyance is supplied without charge	312—324
Calculated with reference to purpose of journey	158
Definition of —	9 (32)
Explanatory Notes	339—374
General	108—374
Government servants not entitled to — for journeys on tour	169
Kinds of —	113
Of Government servants in military employ	325, 326
Of Government servants in transit	110
Of Government servants whose duties require them to travel constantly by rail	189—191
Of High Officials	195—203
Of Honorary Magistrates	327
Of Honorary Organizers of Co operative Societies of non-official members of divisional boards	205, 206
Of members of Council and Ministers	197—199
Of members of Legislative Council	200, 201
Of part time Government servants	111
Of Patels	112
Of persons attending enquiry, etc	328
Of persons who are not in the Civil Service of the Crown	325—328

<i>Travelling Allowance—contd</i>		Rule
Of President of the Legislative Council	.	202
Permanent —	.	113—117, 172—174
Special concessions on the matter of —	.	109
Special — rules for Government Pleaders	.	204
<i>Vacancies —</i>		
Short leave —	442
<i>Vacation—</i>		
A holiday for certain purposes		447
Combination of — with leave	.	82 (d), 447 A
		450
Joining time when — combined with leave	✓ .	601
When — counts as duty	.	82 (b)
<i>Vacation Department—</i>		
Acting appointment in a —		559
And the conditions in which a Government servant should be considered to have availed himself of a vacation	.	551—559
Calculation of average pay in —	.	8
Leave in a —		82
Maximum average pay in —	.	89
Transfer to or from a —	.	558
<i>Wages—</i>		
Leave admissible to Government servant remunerated by daily —		594, 595
<i>War Allowance—</i>		
Definition of —	18
<i>Warders—</i>		
Free transit for —	.	318 A
<i>Warrant—</i>		
Colonial leave-salary —	.	500—505
<i>Water Supply Installation —</i>		
Subsidiary rent of —	.	45 (f), 379
<i>Wharfage—</i>		363

SUPPLEMENTS

SUPPLEMENTS

SUPPLEMENT I

Rules made by the Secretary of State in Council under sub-section (2) of section 96B of the Government of India Act which apply only to Governors' Provinces.

The following rules made by the Secretary of State in Council under sub-section (2) of section 96B of the Government of India Act which apply only to Governors' provinces are published for general information. Rules XVI to XXIX and the entry in the Schedule of Provincial Services relating to Burma have effect from the 21st June 1924. The remaining rules have been in operation with effect from varying dates since the 22nd December 1920.

Classification of officers under Administrative Control of Local Governments

I - Officers under the administrative control of local Governments, other than officers employed on the administration of central subjects and appointed by the Secretary of State or the Government of India, shall be classified in the following divisions, namely —

- (1) the all-India Services,
- (2) the Provincial Services,
- (3) the Subordinate Services,
- (4) officers holding special posts

Definition of all-India Services

II The all-India Services shall consist of—

(a) all officers serving under local Governments who are members of any of the following services —

- (1) the Indian Civil Service,
- (2) the Indian Police Service,
- (3) the Indian Forest Service,
- (4) the Indian Educational Service,
- (5) the Indian Agricultural Service,
- (6) the Indian Service of Engineers,
- (7) the Indian Veterinary Service,
- (8) the Indian Forest Engineering Service,
- (9) officers of the Indian Medical Service in civil employ,

and any other service declared by the Secretary of State in Council to be an all-India Service,

(b) military officers and other officers holding posts borne on the provincial cadres of the above services

Definition of Provincial Services

III (1) The provincial services shall consist of the services shown in the schedule to these rules, and any other service declared by the local Government to be a provincial service

(2) The services shown in the schedule shall include all appointments at present included in these services, and any appointments which a local Government may add thereto

Provided that if any service not included in the schedule to these rules is declared to be a provincial service, or if any appointment of a kind or class not at present included in a provincial service is added thereto, such declaration or addition shall be without prejudice to the rights and prospects of members of provincial services affected who were appointed before these rules were made

Definition of Subordinate Services

IV. The subordinate services shall consist of all minor administrative, executive and ministerial posts to which appointments are made by the local Government or by an authority subordinate to the local Government

Special Posts

V Special posts shall include all posts of a special or technical character, not included in an all-India or provincial service, to which appointments are made by the local Government or by any other authority on behalf of the local Government and which are declared by the local Government to be special posts.

Appointments to all-India services

VI All first appointments to an all-India Service, other than (a) appointments to the Indian Forest Service, or the Indian Service of Engineers by promotion of officers belonging to some other service, (b) appointments made under the provisions of sections 99 and 100 of the Government of India Act, and (c) appointments of officers seconded from military employ, shall be made by the Secretary of State in Council

VII Save as provided in the rules or orders regulating the recruitment of the all-India services, no person may be appointed without the previous sanction of the Secretary of State in Council to any post borne on the provincial cadre of such service except a person who is either a member of such service or is already holding a post borne on the cadre of such service

Provided that the Local Government may appoint a member of the Indian Civil Service to the post of Inspector-General of Police or to the post of Director of Agriculture

Promotion of Officers of all-India Services

VIII The local Government has authority to promote officers of an all-India service to any post borne on the provincial cadre of such service

Provided that the prior approval of the Governor-General in Council is required to—

(1) the appointment of officers with less than 25 or 18 years' service respectively to the posts of Chief and Superintending Engineers in the province of Assam, and

(2) appointments except in the provinces of Madras and Bombay to the posts of—

(a) Chief Conservator of Forests, and

(b) Conservators of Forests

Transfer of Officers of all-India Services.

IX The power to transfer officers of an all-India service from any one post to any other post borne on the cadre of such service or from any one part of the province to any other part, is vested in the local Government, but may be delegated by the local Government, subject to such conditions as it may prescribe, to any authority subordinate to it, or in the case of officers holding judicial posts, to a High Court or a Chief Court or the Court of a Judicial Commissioner.

Authority of Local Government over Officers of all-India Services

X A local Government may for good and sufficient reasons—

- (1) censure,
- (2) reduce to a lower post,
- (3) withhold promotion from, or
- (4) suspend from his office,

any officer, of an all-India service

Provided that no head of a department appointed with the approval of the Governor-General in Council shall be reduced to any lower post without the sanction of the Governor-General in Council

Military Officers in Civil Employ

XI A military officer may not be reverted from his civil employment except under the orders of the Governor-General in Council

Special Contracts

XII The sanction of the Secretary of State in Council is required to any terms in a special contract, by which any right, privilege or concession not admissible under these rules is secured to an officer

Authority of Local Government over Officers of Provincial and Subordinate Services, and Officers holding Special Appointments

XIII Without prejudice to the provisions of any law for the time being in force, the local Government may for good and sufficient reasons—

- (1) censure,
- (2) withhold promotion from,
- (3) reduce to a lower post,
- (4) suspend,
- (5) remove, or
- (6) dismiss,

any officer holding a post in a provincial or subordinate service or a special appointment

Procedure in cases of Dismissal, Removal or Reduction

XIV Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, in all cases in which the dismissal, removal or reduction of any officer is ordered, the order shall, except when it is based on facts or conclusions established at a judicial trial, or when the officer concerned has absconded with the accusation hanging over him, be preceded by a properly recorded departmental enquiry. At such an enquiry a definite charge in writing shall be framed in respect of each offence and explained to the accused, the evidence in support of it and any evidence which he may adduce in his defence shall be recorded in his presence and his defence shall be taken down in writing. Each of the charges framed shall be discussed and a finding shall be recorded on each charge.

Delegation

XV A local Government may delegate to any subordinate authority, subject to such conditions if any, as it may prescribe, any of the powers conferred by rule XIII, in regard to officers of the subordinate services.

Appeals

XVI Every officer against whom an order may be passed under Rules X, XIII and XV, and who thinks himself wronged thereby shall be entitled to prefer at least one appeal against such order.

XVII Every officer being a member of an all-India service against whom an order may be passed under Rule X and who thinks himself wronged thereby may appeal to the Governor-General in Council against such order, and if his appeal relates to an order such as is referred to in sub-heads (2) (3) and (4) of that rule and is rejected by the Governor-General in Council may appeal to the Secretary of State in Council.

XVIII Every officer being a member of a provincial service, or holding a special post as defined in Rule V, against whom an order may be passed under Rule XIII and who thinks himself wronged thereby may appeal to the Governor.

Provided that any officer to whom this rule applies, and who was appointed by the Secretary of State in Council before the commencement of the Government of India Act, 1919, may appeal against any order passed on appeal by the Governor under this rule to the Governor-General in Council, and thereafter to the Secretary of State in Council, if his salary is not less than Rs 500 a month

Provided further that a further appeal under this rule shall lie to the Governor-General from any Deputy Collector to whom, in virtue of section 4 of the Repealing and Amending Act, 1914, the provisions of section 25 of Bengal Regulation IX of 1833 apply

XIX Every officer being a member of a subordinate service against whom an order may be passed under Rule XIII by the local Government or under Rule XV by the subordinate authority to whom the powers conferred under Rule XIII have been delegated and who thinks himself wronged thereby shall have the right of appeal to such authority as the local Government may by rule prescribe

XX No appeal shall lie against—

(a) the discharge of a person appointed by an authority in India on probation, if his discharge is ordered before the termination of his probation,

(b) the dismissal or removal of a person appointed by an authority in India to hold a temporary appointment

XXI Every Government servant desiring to prefer an appeal shall do so separately

XXII Every appeal preferred under these rules shall contain all material statements and arguments relied on by the officer preferring the appeal, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the officer belongs or belonged, and, if an appeal lies to the Governor-General in Council or the Secretary of State in Council, through the local Government

XXIII Every appeal to the Governor-General in Council, or the Secretary of State in Council, which is not withheld under these rules shall be forwarded by the local Government to the Governor-General in Council with an expression of opinion, and every appeal to the Secretary of State in Council, which is not similarly withheld shall be transmitted by the Governor-General in Council with an expression of his opinion and the opinion of the local Government

Provided that appeals to the Secretary of State in Council presented through the Government of Madras, Bombay or Bengal, which are not withheld under these rules, shall be forwarded direct to the Secretary of State in Council by the local Government unless the appeal relates to a case which has previously been under the consideration of the Governor-General in Council, in which case it shall be forwarded, in the first instance, to the Governor-General in Council

XXIV Every appeal shall be preferred within six months after the date on which the officer preferring the appeal was informed of the orders against which he appeals.

Provided that the local Government, or the subordinate authority, or the Government of India may at their discretion for good cause shown extend the period to 12 months

XXV. An appeal may be withheld—

(1) which is an appeal in a case in which under these rules no appeal lies,

(2) which does not comply with one or more of the provisions of Rule XXII,

(3) which does not comply with the provisions of Rule XXIV,

(4) which is a further appeal presented after a decision has been given by the appellate authority prescribed in these rules, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case

Provided that in every case in which an appeal is withheld the officer preferring the appeal shall be informed of the fact and the reasons for it.

Provided further that subject to the conditions stated in Rules XXII and XXIV an appeal to the Secretary of State in Council by an officer appointed by him shall not be withheld when the appeal involves a question of the interpretation of the terms of an officer's engagement

XXVI No appeal shall be against the withholding of an appeal by a competent authority

Provided that an appeal withheld for failure to comply with the conditions stated in Rule XXII shall not be withheld if it is resubmitted in a form which complies with that rule

XXVII A list of appeals withheld under Rule XXV, with the reasons for withholding them, shall be forwarded quarterly to the Government of India, in the case of appeals to the Government of India or Secretary of State withheld by a local Government, and, in the case of appeals to the Secretary of State withheld by the Government of India, to the Secretary of State for India

XXVIII The Secretary of State may call for any appeal withheld by the local Government or the Government of India which under the rules may be made to him and may pass such orders as he considers fit the Governor-General in Council may send for an appeal withheld by the local Government which under the rules may be made to him, and may pass such orders as he considers fit

XXIX. Notwithstanding anything contained in the foregoing rules any officer who immediately before the coming into operation of these rules had a right of appeal against a particular order passed by a local Government to the Governor-General in Council and thereafter to the Secretary of State in Council and who had appealed against that order to the Governor-General in Council before these rules came into operation

may appeal against that order to the Governor-General in Council and thereafter to the Secretary of State in Council

XXX (1) These rules may be called the Civil Services Classification Rules

(2) They apply only to Governors' provinces

Schedule of Provincial Services (Rule III).

Bombay

- (1) Bombay Civil Service
- (2) Bombay Educational Service
- (3) Bombay Civil Medical Service
- (4) Bombay Police Service, and Superintendents of the Bombay City Police
- (5) Bombay Agricultural Service, that is officers of and above the rank of Assistant Professor of the Agricultural College and Divisional Superintendents not being members of an all-India Service
- (6) Bombay Engineering Service
- (7) Extra Assistant Conservators of Forests
- (8) Sub-Registrars of the Bombay City
- (9) Non-medical Superintendents of Jails
- (10) Deputy Commissioners not belonging to the Indian Civil Service, Assistant Collectors and Officers of the rank of Senior grade-Inspectors recruited by direct appointment of the Bombay Salt and Excise Department
- (11) Officers of and above the rank of Assistant Professors of the Bombay Civil Veterinary College and Deputy Veterinary Superintendents not being members of an all-India Service
- (12) Inspectors of Factories, steam boilers and smoke nuisances
- (13) Officers of and above the rank of Assistant Registrars and Special Auditors of Co-operative Societies
- (14) Deputy Sanitary Commissioners, Port Health Officers and Bacteriological Officers (including officers in charge of sanitary laboratories) not belonging to the Indian Medical Service
- (15) Deputy Political Agents
- (16) Commissioners and Collectors of Income-tax
- (17) Bombay Customs Service

LIST 'A'

Additions to the Schedule of the Bombay Provincial Services under Rule III (1) of the rules under section 96-B (2) of the Government of India Act, 1919.

Home Department.

- 1 Additional Judicial Commissioners of Sind other than members of the Indian Civil Service.

- 2 Judges of the Court of Small Causes, Bombay
- 3 Judge of the Small Cause Court, Karachi
- 4 Registrar, Court of Small Causes, Bombay
- 5 Presidency Magistrates, Bombay
- 6 City Magistrate, Karachi
- 7 Oriental Translator to Government
- 8 Registrar and Official Receiver of the Court of the Judicial Commissioner of Sind
- 9 Registrar of the Court of the Political Resident, Aden
- 10 Investigators, Labour Office, Bombay.

Public Works Department

11 Assistant Surveyors under the Consulting Architect to Government

12 Temporary Engineers appointed under annual sanction under Public Works Department Code, paragraph 140

Revenue Department

(Salt and Excise Department)

- 13 Superintendents of the Nasik and Khanapur Distilleries
- 14 Deputy Superintendents of Salt and Excise in Sind

(Stamp Department)

- 15 Assistant Superintendents of Stamps, Bombay

LIST 'B'

Appointments declared to be "special posts" under Rule V of the rules under section 96-B (2) of the Government of India Act.

Home Department

- 1 Administrator General and Official Trustee, Bombay
- 2 Editor of Law Reports, Bombay
- 3 Coroner of Bombay
4. Deputy Coroner of Bombay
- 5 Police Surgeon and Surgeon to the Coroner of Bombay
- 6 Director of Information

Legal Department

- 7 Solicitor to the Government of Bombay

Government Photo Zinco-graphic Press

- 8 Manager and Assistant Manager

Miscellaneous Appointments

- 9 Registrar of Companies
- 10 Superintendent, Bombay City Survey and Land Records Office,

- 11 Superintendent of Lights
12. Agricultural Engineer to Government
- 13 Excise Analyst, Government Distillery, Nasik
- 14 Chief Engineer, Government Distillery, Nasik

General Department.

- 15 Superintendent of Government Printing and Stationery and Managers and Assistant Managers, the Government Central, Yeravda Prison and Commissioner in Sind's Presses
16. Superintendent, N M Mental Hospital, Naupada, Thana
17. Superintendent of Pottery, Sir J J. School of Arts, Bombay.
- 18 Commissioner for Workmen's Compensation, Bombay
- 19 First Physician, Cama and Albless Hospitals
- 20 Consulting Surveyor to Government
- 21 Assistant Consulting Surveyor to Government

Public Works Department

(Architectural Branch)

- 22 The Consulting Architect to Government
- 23 Assistants to the Consulting Architect to Government.
- 24 Deputy Consulting Architect to Government
- 25 The Quantity Surveyor

(Sanitary Branch)

- 26 The Sanitary Engineer to Government
- 27 The Executive Engineer in charge, Poona Water Works District
- 28 The Executive Engineer in charge, Boring Works
- 29 Assistant Boring Engineers

(Electrical Branch)

- 30 Electrical Engineer to Government
- 31 Deputy Electrical Engineer to Government, Electrical Inspector, Bombay.
32. Electrical Inspector in Sind.
33. Assistant Electrical Engineer, Bombay.
- 34 Executive Engineer, Power - Supply and Workshop Division, Lloyd Barrage Circle
- 35 Mechanical Engineer to Government.
36. Works Manager, Public Works Central Stores and Workshop, Dapuri.

Educational Department.

37. Deputy Educational Inspector for Aden.

SUPPLEMENT II

Statutory Rules and Orders, 1924.

The Superior Civil Services (Revision of Pay, Passage and Pension) Rules†, 1924, dated December 9, 1924, made by the Secretary of State for India in Council, under Section 96-B (2) (3) of the Government of India Act.

1 (2) These Rules may be called the Superior Civil Services (Revision of Pay‡ Passage‡ and Pension) Rules, 1924

†(u) They shall be deemed to have come into force with effect from the 1st April 1924

2. The scales of basic pay and overseas pay shown in Schedule I for officers to whom that Schedule relates shall be substituted for the scales hitherto in force

3 All existing orders relating to the pay [and pensions]§ of these services, in so far as they are not inconsistent with these rules, are hereby confirmed

4. Overseas pay will be drawn in sterling by—

(a) Officers [other than members of the Indian Educational Service (Women's Branch)]¶ who at the date of their appointment to the services specified in Schedule I had their domicile elsewhere than in Asia,

**[(b) Military Officers to whom Schedule I relates who at the date of their first appointment to any post borne on the cadre of a Civil Service had their domicile elsewhere than in Asia,]

(c) Officers other than those included in clause (a) [or clause (b)]** who are entitled to overseas pay and who belonged to one of the Services specified in Schedule II, during such period as they may have either a wife or legitimate child [resident elsewhere than in Asia]††

* In printing the schedules only those services and appointments have been included which affect Government servants under the administrative control of the Government of Bombay

† These Rules have effect and shall be deemed always to have had effect, as if they had been enacted [as amended on 19th May 1925, vide Government of India, Home Department, notification No F-58-8-25 dated the 23rd July 1925]

‡ Inserted, vide Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

§ Added by Government of India, Home Department, notification No. F-178-13-VI-24 dated the 30th April 1925

¶ Added by the Government of India, Home Department, notification No F-172-D-VII-24 dated the 3rd December 1925

** Added by the Government of India, Home Department, notification No F 57-VI-25 dated 27th April 1925

†† Substituted for the words "in Europe", vide Government of India, Home Department, notifications Nos F-57-13-25 dated the 15th July 1925 and F-178-11-1-24 dated 5th October 1925.

Note 1—Officers claiming to draw overseas pay in sterling under clause (c)* must establish to the satisfaction of the High Commissioner for India the fact that they have a wife or child [resident elsewhere than in Asia]† [and that the child is under the age of 24, and, if a female, unmarried]‡

Note 2—For the purposes of this rule domicile shall be determined in accordance with the provisions of Appendix B to Schedule IV to these rules

Note 3—In years in which no rate of sterling overseas pay is shown overseas pay will be drawn in rupees

§ 5. Save as provided in Rule 4 and Rule 8 overseas pay shall be drawn in rupees

6 Technical pay is abolished with effect from the 1st April 1924, in the Indian Service of Engineers, the [Indian Railway Service of Engineers],¶ the Locomotive and Carriage and Wagon Departments in State Railway Revenue establishments and the Superior Telegraph Engineering Branch of the Posts and Telegraph Department

7 Judicial pay will not with effect from the date of these orders be drawn by any officers except—

(i) in the case of officers of the ICS, military and other uncovenanted members of the Punjab, Burma and C P. Commissions and statutory civil servants—

[(a) the most junior officer who has, prior to the date of these orders, drawn such pay, and all officers senior to that officer,] **

(b) those officers] whom the local Government certify to have elected definitely and with the approval of the local Government for the judicial department prior to the date of these orders; and

(ii) in the case of officers of provincial services and members of the Bar, those officers who have at any time before the date of these orders drawn judicial pay

8 ††(1) An officer who would be entitled under Rule 4 while on the time-scale or in a selection grade to draw overseas pay in sterling, shall be entitled, while holding any post included in Schedule III, to draw overseas pay in sterling at the rate of £13 6s 8d a month, subject to the following conditions, namely.—

(a) that the rupee pay of his post [* * * * *] †† does not, including any special pay attached thereto, exceed Rs 3,000 a month, or

(b) that if the rupee pay of his post [* * * * *], †† not being itself in excess of Rs 3,000 a month, with the addition of special

* *Vide* Government of India, Home Department, notification No. F-178-11-11-24 dated the 17th February 1926

† Substituted for the words "in Europe", *vide* Government of India, Home Department, notification Nos F-57-13 25 dated the 15th July 1925 and F-178-11-11-24 dated 5th October 1925

‡ Added by the Government of India, Home Department, notification No F-172-B-11-24 dated 12th March 1925

§ *Vide* Government of India, Home Department, notification No F-58 8-25 dated the 11th June 1925

¶ Designation altered, *vide* Government of India, Home Department, notification No F-172-B-11-24 dated the 6th May 1925

** Original substituted, *vide* Government of India, Home Department, notification No F-178-11-11-24 dated the 17th February 1926

†† Original rule substituted, *vide* Government of India, Home Department, notification No F-178-11-11-24 dated the 5th October 1925

‡‡ The words "(excluding passage pay)" omitted from 1st April 1926, *vide* Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

pay exceeds that sum, the special pay is purely temporary or has been given in respect of special work which does not form part of the post by virtue of which he draws overseas pay

(2) Notwithstanding the provisions of sub-rule (1) (b), a Chief Engineer who also holds the appointment of Secretary to the local Government shall be entitled to overseas pay under that sub-rule, irrespective of the amount of his special pay

(3) Officers to whom Rule 4 does not apply [but who hold any post specified in Schedule III] shall be entitled to draw the overseas pay admissible under this rule if at the date of their first appointment to the Civil Service of the Crown in India they were domiciled elsewhere than in Asia.

§8A If the holder of a temporary post, the rupee pay of which does not exceed Rs 3,000, a month, would have drawn overseas pay in sterling had he not been appointed to the post, he may be permitted by the authority which sanctioned the creation of the post to draw, in addition to the rupee pay sanctioned for the post, overseas pay in sterling not exceeding the amount to which he would have been entitled had he not been appointed to the post

9. When overseas pay is drawn in sterling, payment will be made by the High Commissioner for India in London. Every officer who is entitled to draw his overseas pay in sterling should intimate at once to the Audit Officer who audits his pay for transmission to the High Commissioner for India, the name and address of the banker or agent authorized to receive the payments on his behalf. Any changes should be intimated similarly.

¶10.

11 In the case of officers who are entitled to draw their overseas pay in sterling the arrears in respect of overseas pay admissible under these rules with effect from the 1st April, 1924, shall be calculated as follows. The amount of overseas pay already drawn in rupees in respect of this period shall be converted into sterling at the average rate of exchange for the period, and this sterling amount shall be deducted from the full amount of sterling overseas pay which would have been payable for that period. The balance shall be paid to the officer in sterling by the High Commissioner in London

12. In addition to the pay prescribed by these Rules, passages § shall be granted, [* * * * ¶] subject to the conditions set out in

* Inserted by Government, of India, Home Department, notification No F-17-27-26 dated 18th May 1926

† Inserted by Government of India, Home Department, notification No F-57-22 25 dated the 10th June 1926

‡ Omitted, vide Government of India, Home Department, notification No F-172-B-11 24 dated the 28th February 1926

§ Substituted for the words "passage pay" from 1st April 1926, vide Government of India, Home Department, notification No F-17-15 26 dated the 16th June 1926

¶ The words "at the rates and" omitted from 1st April 1926, vide Government of India, Home Department, notification No. F-17-15-26 dated the 16th June 1926.

Schedule IV, to the members of the services and holders of appointments enumerated in Appendix A to that Schedule

13 [(a)] *In the case of members of the services and holders of the appointments specified in Schedule V, whose pensions are regulated under the Civil Rules, and who retire on or after the 1st April, 1924, the maximum limits for retiring and superannuation pensions, excluding amounts earned for special additional pensions, shall be as follows —

	Rs
After 25 years' qualifying service	6,000
After 26 years' qualifying service	6,200
After 27 years' qualifying service	6,400
After 28 years' qualifying service	6,600
After 29 years' qualifying service	6,800
After 30 years' qualifying service	7,000

[(b)] For members of the Indian Educational Service (Women's Branch) who retire on or after 1st April 1924, the maximum limits for retiring and superannuation pensions shall be as follows —

	Rs
After 20 years' qualifying service	4,750
After 21 years' qualifying service	4,950
After 22 years' qualifying service	5,150
After 23 years' qualifying service	5,350
After 24 years' qualifying service	5,550
After 25 years' qualifying service	5,750] ~

14. The rates† of invalid gratuity and pension admissible to officers to whom Rule 13 applies shall be as follows —

Completed years of qualifying service	Invalid gratuity or pension	Subject to a maximum	
		In respect of officers to whom rule (13a) refers of	In respect of officers to whom rule (13b) refers of
		Rs	Rs
1 to 6	Gratuity of one month's pay for each completed year of service		
7	Pension of 7—Sixtieths of average emoluments	2,000	1,750
8	Pension of 8—Sixtieths of average emoluments	2,350	2,100
9	Pension of 9—Sixtieths of average emoluments	2,700	2,450

* Added, vide Government of India, Home Department notification No. F-172-D-VII-24 dated the 3rd December 1925

† Substituted, vide Government of India, Home Department, notification No F-172-D-VII-24 dated the 3rd December 1925

Completed years of qualifying service	Invalid gratuity or pension	Subject to a maximum	
		In respect of officers to whom rule (13a) refers of Rs	In respect of officers to whom rule (13b) refers of Rs
10	Pension of 10—Sixtieths of average emoluments	3,000	2,750
11	Pension of 11—Sixtieths of average emoluments	3,200	2,950
12	Pension of 12—Sixtieths of average emoluments	3,400	3,150
13	Pension of 13—Sixtieths of average emoluments	3,600	3,350
14	Pension of 14—Sixtieths of average emoluments	3,800	3,550
15	Pension of 15—Sixtieths of average emoluments	4,000	3,750
16	Pension of 16—Sixtieths of average emoluments	4,200	3,950
17	Pension of 17—Sixtieths of average emoluments	4,400	4,150
18	Pension of 18—Sixtieths of average emoluments	4,600	4,350
19	Pension of 19—Sixtieths of average emoluments	4,800	4,550
20	Pension of 20—Sixtieths of average emoluments	5,000	4,750
21	Pension of 21—Sixtieths of average emoluments	5,200	4,950
22	Pension of 22—Sixtieths of average emoluments	5,400	5,150
23	Pension of 23—Sixtieths of average emoluments	5,600	5,350
24	Pension of 24—Sixtieths of average emoluments	5,800	5,550
25 } 26 } 27 } 28 } 29 }	Pension of 30—sixtieths of average emoluments	{ 6,000 6,200 6,400 6,600 6,800 }	{ 5,750 }

* 15.

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† 16 The Governor-General in Council may from time to time with the sanction of the Secretary of State in Council, by notification in the *Gazette of India* add any post to those included in Schedule I, III or V or in the Appendices to Schedule IV to these Rules, and upon such notification the provisions of the schedule and of the rules relating to it shall be applicable to the holder of the post so added

*Rule 15 was omitted with effect from 1st April 1924 by the Secretary of State on 24th February 1925—see Government of India, Home Department, notification No F-178-13-vi-24 dated 30th April 1925

†The Governor-General in Council has declared that the additions made to the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, by the Home Department notifications issued under rule 16 of those Rules, shall have effect from the 1st April 1924, unless any specific date to the contrary is stated in those notifications—see Government of India, Home Department, notification No F-58-36 25 dated 11th May 1926

SCHEDULE I

*Indian Civil Service *(including military officers holding posts borne on the cadre thereof).*

(Monthly rates of pay)

Year of Service 1	Basic Pay		Overseas Pay	
	Junior 2	Senior 3	If drawn in sterling 4	If drawn in rupees 5
	Rs	Rs	£	Rs
1st	450			150
2nd	500			150
3rd	550			150
4th	600			150
5th	650	1,000	15	150
		<i>Or any earlier year</i>		
6th	700	1,050	15	150
7th	750	1,100	25	250
8th	800	1,150	25	250
9th	800	1,200	25	250
10th	1,000	1,275	25	250
11th	1,100	1,350	25	250
		<i>Efficiency Bar</i>		
12th	1,200	1,425	30	300
13th	1,300	1,500	30	300
14th	1,300	1,600	30	300
15th	1,350	1,700	30	300
16th	1,350	1,800	30	300
17th		1,900	30	300
18th		2,000	30	300
19th		2,050	30	300
20th		2,100	30	300
21st		2,150	30	300
22nd		2,200	30	300
23rd		2,250	30	300
24th and over		2,250	30	300

* The words in brackets were added by the Government of India, Home Department, notification No. F-57-VI-25 dated 27th April 1925

SCHEDULE I—*contd*

*Indian Police Service *(including military officers holding posts borne on the cadre thereof)*

(Monthly rates of pay)

Year of Service 1	Basic Pay		Overseas Pay	
	Junior 2	Senior 3	If drawn in sterling 4	If drawn in rupees 5
	Rs	Rs	£	Rs
1st	350			100
2nd	375			100
3rd	400			100
4th	425			125
5th	450		15	150
6th	475	650	15	150
	† Or any earlier year			
7th	500	675	15	150
8th	525	700	15	150
9th	550	725	25	250
	<i>Efficiency Bar</i>			
10th	575	750	25	250
11th	600	800	25	250
12th	625	825	25	250
13th	650	850	25	250
14th	675	900	25	250
15th	700	925	30	300
16th		950	30	300
17th		1,000	30	300
18th		1,025	30	300
	<i>Efficiency Bar</i>			
19th		1,050	30	300
20th		1,075	30	300
21st		1,100	30	300
22nd		1,150	30	300
23rd		1,200	30	300
24th		1,250	30	300
25th		1,300	30	300
26th		1,350	30	300
Selection Grade		1,450	30	300

† Note —Officers recruited up to and including 1925 shall, when officiating on the senior scale during the first four years of their service, draw overseas pay at the rate of Rs 150

*The words in brackets were added by the Government of India, Home Department, notification No F-57-VI-25 dated 27th April 1925

†Added by the Government of India, Home Department, notification No. F-57-XVII-25 dated 18th May 1925

SCHEDULE I—*contd**Indian Forest Services (including Forest Engineering Service)*

(Monthly rates of pay)

Year of Service I	Basic Pay 2	Overseas Pay	
		If drawn in sterling 3	If drawn in rupees 4
	Rs	£	Rs
1st	325		150
2nd	375		150
3rd	425		150
4th	475		150
5th	525	15	150
6th	575	15	150
7th	625	25	250
8th	675	25	250
9th	725	25	250
	<i>Efficiency Bar</i>		
10th	800	25	250
11th	850	25	250
12th	900	30	300
13th	900	30	300
14th	950	30	300
15th	1,000	30	300
16th	1,050	30	300
17th	1,100	30	300
18th	1,150	30	300
19th	1,200	30	300
20th	1,250	30	300
21st	1,300	30	300
22nd and over	1,350	30	300

SCHEDULE I—*contd*

*Indian Service of Engineers *(including military officers holding posts borne on the cadre thereof)*

(Monthly rates of pay)

Year of Service 1	Basic Pay		Overseas Pay	
	Junior 2	Senior 3	If drawn in sterling 4	If drawn in rupees 5
	Rs	Rs	£	Rs
1st	375			150
2nd	425			150
3rd	475			150
4th	525	625		150
5th	525	625	15	150
6th	575	675	15	150
7th	625	725	15	150
8th	625	725	25	250
9th	675	775	25	250
10th	725	825	25	250
11th	775	875	25	250
12th	825	925	30	300
13th	875	975	30	300
14th	925	1,025	30	300
15th	975	1,025	30	300
16th		1,075	30	300
17th		1,125	30	300
18th		1,175	30	300
19th		1,225	30	300
20th		1,275	30	300
21st		1,275	30	300
22nd		1,325	30	300
23rd		1,325	30	300
24th and over		1,375	30	300

Note —No officer is allowed to draw more than the pay of the 9th year of service on the junior scale unless he is reported to be fully qualified for the charge of a division

*The words in brackets were added by the Government of India, Home Department, notification No F-57-VI-25 dated 27th April 1925

SCHEDULE I—contd

Indian Medical Service (Civil)

(Monthly rates of pay.)

Rank.	Service in Rank	Basic pay	Overseas pay		
			If drawn in sterling	If drawn in rupees	Year of total service
1	2	3	4	5	6
		Rs	£	Rs	
Lieutenant ..		500	{	150	1
				150	2
				150	3
Captain	(i) During first 3 years' service as Captain	650	{	150	4
			15	150	5
			15	150	6
	(ii) With more than 3 and less than 6 years' service as Captain.	750	{	250	7
			25	250	8
			25	250	9
	(iii) With more than 6 years' service as Captain.	850	{	250	10
			25	250	11
			30	300	12 and over
Major	(i) During first 3 years' service as Major	950			
	(ii) With more than 3 and less than 6 years' service as Major	1,100			
	(iii) With more than 6 years' service as Major	1,250			
Lieutenant-Colonel	(i) Until completion of 23 years' total service	1,500			
	(ii) During 24th and 25th years' service	1,600			
	(iii) After completion of 25 years' total service	1,700			
	(iv) When selected for increased pay	1,850			

N B—Until the completion of 23 years' total service basic pay is regulated according to rank and service in rank (columns 1 and 2) which, owing to the system of accelerated promotion may be in advance of the time-scale of promotion. Overseas pay is regulated solely with reference to length of total service (column 6)

SCHEDULE I—*contd**Indian Educational Service (Men)*

(Monthly rates of pay.)

Year of Service 1	Basic pay 2	Overseas pay	
		If drawn in sterling *	If drawn in rupees
		3	4
	Rs	£	Rs
1st	400		150
2nd	450		150
3rd	500		150
4th	550		150
5th	600	15	150
6th	600	25	250
7th	650	25	250
8th	700	25	250
9th	750	25	250
10th	800	25	250
11th	850	25	250
12th	900	30	300
13th	950	30	300
14th	1,000	30	300
15th	1,000	30	300
16th	1,050	30	300
17th	1,100	30	300
18th	1,150	30	300
19th	1,200	30	300
20th and over	1,250	30	300
	1,250	30	300
	1,300	30	300
	1,350	30	300
Lower Selection Grade	1,400	30	300
	1,450	30	300
	1,500	30	300
Higher Selection Grade	1,550	30	300
	1,650	30	300
	1,750	30	300

† [The following special rate of pay has been fixed with effect from the 1st March 1926 —

	Basic pay.	Overseas pay in sterling
	Rs	£
Mr G. Findlay Shirras.	1,500—50—1,750	30]

* As substituted by Government of India, Home Department, notification No. F-57/13/25 dated 7th May 1925

† Added by the Governor-General in Council—see Government of India, Home Department, notification No F-55/26 dated 17th June 1926

SCHEDULE I—*contd***Indian Educational Service (Women's Branch)*

(Monthly rates of pay.)

Year of Service	Basic Pay.	Overseas Pay
1	2	3
	Rs	Rs
1st	400	100
2nd	425	100
3rd	450	100
4th	475	100
5th	500	100
6th	525	100
7th	550	100
8th	575	100
9th	600	100
10th	625	100
11th	650	100
12th	675	150
13th	700	150
14th	725	150
15th	750	150
16th	775	150
17th	800	150
18th	825	150
19th and over	850	150
	900	150
	925	150
Selection Grade	950	150
	1,000	150
	1,050	150

* Added by the Government of India, Home Department (Establishments), notification No F-172-D VII 24 dated 3rd December 1925

SCHEDULE I—*contd**Indian Agricultural Service.*

(Monthly rates of pay)

Year of Service	Basic pay	Overseas pay	
		If drawn in sterling	If drawn in rupees
1	2	3	4
	Rs	£	Rs
1st	350		150
2nd	400		150
3rd	450		150
4th	500		150
5th	550	15	150
6th	550	25	250
7th	600	25	250
8th	650	25	250
	<i>Efficiency Bar</i>		
9th	700	25	250
10th	750	25	250
11th	800	25	250
12th	800	30	300
13th	850	30	300
14th	900	30	300
15th	950	30	300
16th	1,000	30	300
17th	1,050	30	300
18th	1,100	30	300
19th	1,150	30	300
20th	1,200	30	300
21st and over	1,250	30	300
	1,250	30	300
	1,300	30	300
	1,350	30	300
Selection Grade	1,400	30	300
	1,450	30	300
	1,500	30	300

SCHEDULE I—*contd.**Indian Veterinary Service.*

(Monthly rates of pay.)

Year of Service 1	Basic pay 2	Overseas pay.	
		If drawn in sterling 3	If drawn in rupees 4
	Rs	£	Rs
1st	350		150
2nd	400		150
3rd	450		150
4th	500		150
5th	550	15	150
6th	550	25	250
7th	600	25	250
8th	650	25	250
	<i>Efficiency Bar.</i>		
9th	700		
10th	750	25	250
11th	800	25	250
12th	800	25	250
13th	850	30	300
14th	850	30	300
15th	900	30	300
16th	950	30	300
17th	1,000	30	300
18th	1,050	30	300
19th	1,100	30	300
20th	1,150	30	300
21st and over	1,200	30	300
	1,250	30	300
	1,250	30	300
	1,300	30	300
Selection Grade	1,350	30	300
	1,400	30	300
	1,450	30	300
	1,500	30	300

SCHEDULE I—*contd**Indian Audit and Accounts Service*

(Monthly rates of pay)

Year of Service	For officers appointed before 23rd June 1920			For officers appointed not before 23rd June 1920
	Basic pay	Addition to pay	Sterling over seas pay in lieu of addition to pay	
I	2	3	4	5
	Rs	Rs	£	Rs
1st	300	100		350
2nd	350	116½		400
3rd	400	133½		450
4th	450	150		500
5th	500	166½	15	550
6th	550	183½	15	600
7th	600	200	25	650
8th	650	200	25	700
9th	700	200	25	750
10th	750	200	25	800
11th	800	200	25	850
12th	850	212½	30	900
13th	900	225	30	950
14th	950	237½	30	1,000
15th	1,000	250	30	1,050
16th	1,050	250	30	1,100
17th	1,100	250	30	1,150
18th	1,150	250	30	1,200
19th	1,200	250	30	1,250
20th	1,250	250	30	1,300
21st	1,250	250	30	1,350
22nd	1,300	260	30	1,400
23rd	1,300	260	30	Selection grade 1,500-60-1,800
24th	1,350	270	30	
25th	1,350	270	30	
26th	1,400	280	30	
27th	1,400	280	30	
28th	1,450	290	30	
29th	1,450	290	30	
	1,500	300	30	
	1,560	300	30	
	1,620	300	30	
Selection grade	1,680	300	30	
	1,740	300	30	
	1,800	300	30	

*[An officer who prior to appointment to the Indian Audit and Accounts Service has held a substantive appointment in Government service shall draw as initial pay the pay of the stage in the foregoing time scale]

*Added by the Government of India, Home Department, notification No F-58 37 25 dated 12th April 1926

SCHEDULE I—*contd*

next above his previous substantive pay, and shall be eligible to draw annual increments thereafter, provided always that, unless he be a subordinate promoted to the service, he shall not draw the first and second increments until he shall have passed the first and second departmental examinations respectively]

Military Accounts Department

* * * * *

Mint Department (including military officers holding posts borne on the cadre thereof)

* * * * *

Imperial Customs Service

* * * * *

Superior Telegraph Engineering and Wireless Branches of the Posts and Telegraph Department

* * * * *

Geological Survey of India

* * * * *

Indian Meteorological Survey.

* * * * *

SCHEDULE I—contd.

Indian Railway Service of Engineers (including military officers holding posts borne on the cadre thereof)

† † † * *

Locomotive and Carriage and Wagon Department, State Railways

* * † * *

Traffic Department, State Railways (including military officers holding posts borne on the cadre thereof)

* * * * *

Stores Department, State Railways.

* * † * *

Coal Department, State Railways

* † * * *

Archæological Department

† * * * *

Zoological Survey of India

* * † * *

Survey of India.

* * * * *

SCHEDULE I—contd
Ecclesiastical Department
(Monthly rates of pay)

Year of service	Rupee pay	Sterling Overseas pay
1	2	3
	Rs	£
1st	600	
2nd	625	
3rd	650	
4th	675	
5th	550	15
6th	575	15
7th	*550	25
8th	575	25
9th	600	25
10th	600	25
11th	650	25
12th	700	30
13th	750	30
14th	800	30
15th	850	30
16th	900	30
17th	950	30
18th	1,000	30
19th and over	1,050	30

* See Government of India, Home Department, notification No F-172-B-11-24 dated 4th February 1925

SCHEDULE I—*contd**Political Department*

(Monthly rates of pay for officers other than those promoted from the Provincial Civil Service)

Year of Civil Service 1	Basic pay 2	Overseas pay	
		If drawn in sterling 3	If drawn in rupees 4
	Rs	£	Rs
1st	500		150
2nd	550		150
3rd	600		150
4th	650		150
5th	750	15	150
6th	800	15	150
7th	850	25	250
8th	950	25	250
9th	1,000	25	250
10th	1,200	25	250
11th	1,300	25	250
12th	1,400	30	300
13th	1,500	30	300
14th	1,600	30	300
15th	1,700	30	300
16th	1,800	30	300
17th	1,900	30	300
18th	2,000	30	300
19th	2,050	30	300
20th	2,100	30	300
21st	2,150	30	300
22nd	2,200	30	300
23rd and over	2,250	30	300

*[I An officer qualified to receive language allowance shall be entitled to draw that allowance in addition to his time-scale pay if his basic pay does not exceed Rs 1,300 a month]

*[II An officer who, for purposes of fixation of pay under the above scale, has not completed nine years' Civil Service, shall receive, when posted to an appointment classed as superior, a charge allowance at the rate of Rs 200 per mensem subject to the condition that his pay (excluding overseas pay *plus* charge allowance) shall not exceed Rs 1,150 per mensem]

SCHEDULE I—*contd.***Bombay Political Department*

(Monthly rates of pay)

Year of Civil service	Basic pay	Overseas pay
1	2	3
	Rs	Rs
1st	500	150
2nd	550	150
3rd	600	150
4th	650	150
		£
5th	750	15
6th	800	15
7th	850	25
8th	850	25
9th	900	25
10th	900	25
11th	1,000	25
12th	1,050	30
13th	1,150	30
14th	1,250	30
15th	1,350	30
16th	1,400	30
17th	1,500	30
18th	1,600	30
19th	1,700	30
20th	1,850	30
21st	1,900	30
22nd	1,950	30
23rd and over	2,050	30
*	*	*

The time-scale of pay of the Officer posted as Resident, Kolhapur, and Political Agent, Southern Maratha Country States, is not limited to Rs 2,050 a month, but proceeds beyond that sum by annual increments of Rs 100 to Rs 2,250, with the rate of sterling overseas pay fixed for the maximum of the ordinary time-scale

* Added by the Government of India, Home Department, notification No F-58/III/25 dated 27th April 1925, and the amendment shall be deemed to have had effect as from the date on which the said rules came into force, and to have ceased to have effect as from 11th October 1924

Mines Department

* Miscellaneous Posts

Registrar of Joint Stock Companies at Bombay (while held by Mr. H C B Mitchell), basic pay Rs 950—50—1,550 Overseas pay £30

- (1) Indian Civil Service
- (2) Indian Police Service
- (3) Indian Forest Service
- (4) Indian Service of Engineers
- (5) Indian Medical Service (Civil)
- †(6) Indian Educational Service. (Men's Branch)
- (7) Indian Agricultural Service
- (8) Indian Veterinary Service
- (9) Indian Forest Engineering Service
- ‡(10) Superior Telegraph Engineering Branch
- ‡(11) Indian Railway Service of Engineers

† Vide Government of India, Home Department, notification No F-172/B/11/24 dated 6th May 1925

SCHEDULE III

All India Services

Indian Civil Service	Commissioners of Divisions (except 1st grade Commissioners in Bombay)			
	Commissioner of Excise, Bombay	*	*	*
	Secretaries to the Government of Bombay (except the Chief Secre- tary)	*	*	*
	District and Sessions Judges, 1st grade			
	Additional Judicial Commissioner, Sind			
	Agent to the Governor, Kathiawar			
		*	*	*
Indian (Imperial) Police Service	Inspectors General of Police			
	Deputy Inspectors General of Police			
	Commissioner of Police, Bombay	*	*	*
Indian Forest Service	Chief Conservators of Forests			
	Conservators of Forests.	*	*	*
Indian Educational Service	Directors of Public Instruction			
		*	*	*
Indian Agricultural Service	Directors of Agriculture			
		*	*	*
Indian Service of Engineers	Chief Engineers			
	Superintending Engineers	*	*	*
Indian Medical Service (Civil)	Surgeon General, Bombay	*	*	*
	Directors of Public Health	*	*	*
	Surgeon Superintendent, St George's Hospital, Bombay	*	*	*
	Inspectors General of Prisons.	*	*	*

Central Services

Indian Audit and Accounts Service	Accountants General- Deputy Controller of the Currency, Bombay				
†	†	~	+	*	*
Political Department	Residents, 2nd Class				
† Bombay Political Department	The Agent to the Governor, Kathiawar				
*	*	*	*	*	*
‡ Judicial Commissioner in the States of Western India					
‡ Revenue Officer, Lloyd Barrage and Canals Project, Bombay (while held by Mr C M Baker, C I E, I.C.S.)					

*Added by the Government of India, Home Department, notification No F-58/III/25 dated 27th April 1925, and the amendment shall be deemed to have had effect as from the date on which the said rules came into force, and to have ceased to have effect as from 11th October 1924

†Added by the Governor-General in Council with effect from 10th October 1924, *vide* Government of India, Home Department, notification No F-58/VII/25 dated 22nd April 1925

‡Added by the Governor-General in Council, *vide* Government of India, Home Department, notification No F-58/33/25 dated 6th October 1925

SCHEDULE IV

1 These regulations apply to the following officers, namely —

(a) any officer who belongs to a Service, or holds substantively a permanent post, specified in Appendix A to this Schedule, and who had at the date of his appointment to such Service or post his domicile elsewhere than in Asia, and

(b) any officer of the Indian Civil Service who had at the date of his appointment thereto his domicile in Asia and who is or has at any time been entitled to overseas pay or would have been entitled had he been on the time-scale —

*[Provided that nothing in these regulations shall, except with the express sanction of the Secretary of State in Council, entitle an officer on probation to receive any passage benefit [to which he was not already entitled]† in respect of a voyage commenced prior to the date of his confirmation in the service to which he belongs]

2 For the purposes of these regulations—

(a) “child” [elsewhere than in Regulation 7]‡ means a legitimate child who, if a female, is unmarried and under the age of 21 or, if a male, is under the age of 12, and includes a step-child residing with and wholly dependent on an officer [and in Regulation 7 ‘child’ means a legitimate child or step-child of a deceased officer of whatever age, who was wholly dependent upon him],.‡

(b) “officer” means an officer to whom these regulations apply,

§(c) the cost of a passage shall be deemed to be the cost as stated from time to time in the tables of passage rates published by the various steamship companies, and

(d) the domicile of a person at the date of his appointment shall be determined in accordance with the provisions set out in Appendix B to this Schedule

¶3	*	*	*	*	*	*
¶4	*	*	*	*	*	*
¶5	*	*	*	*	*	*

*Added by the Government of India, Home Department, notification No F-57-XIV-25 dated 7th May 1925

†Added by the Government of India, Home Department, notification No F-17-3-26 dated the 7th July 1926

‡Added by the Government of India, Home Department, notification No F-17-XI-26 dated 8th June 1926

§*Passage Fund* — Secretary of State in Council has ruled with reference to Regulation 2 (c) in Schedule IV of Superior Civil Services Rules that credit in respect of children if less than twelve years of age should not exceed half the cost of single fare from Bombay to London by P & O 1st Class B (£40 at the present time) In case of children under three years of age credit in the Fund shall be opened at birth with cost of single P & O 1st Class ‘B’ passage at half rates A daughter who is still entitled to passage benefit on reaching age at which adult fare is charged, shall be entitled to a revised credit equal to cost of single adult passage by P & O 1st Class ‘B’ less twice the amount of any previous withdrawals from the Fund (See endorsement from the Government of India, Finance Department, No F-35-X-C S R -25 dated 9th February 1926)

¶Regulations 3, 4 and 5 were omitted from 1st April 1926, vide Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

6 (1) The maximum benefits to which officers shall be entitled shall be passages of a total value equal to the cost of the number of passages between Bombay and London by P & O 1st Class B, shown below —

(A) in the case of officers appointed on or after the 1st day of April 1924—

(a) for the officer himself four return passages,

(b) for his wife the number of return passages shown in the following scale —

Officer's length of service at date of marriage	Number of return passages
Less than 7 years	4
7 years, but less than 14 years	3
14 years, but less than 21 years	2
21 years and over	1

(c) for each child one single [adult]* passage, and

(B) in the case of officers appointed before the 1st day of April, 1924 —

(a) for the officer himself the number of return passages shown in the following scale —

Officer's length of service on 1st April, 1924	Number of return passages
Less than 7 years	4
7 years, but less than 14 years	3
14 years, but less than 21 years	2
21 years and over	1

(b) for his wife the same number of return passages to which the officer himself is entitled,

Provided that in the case of an officer who has been married on or after the 1st day of April, 1924, the scale of benefits for his wife shall be that laid down in clause (A) (b), and

(c) for each child one single [adult]* passage

(2) Notwithstanding anything in this regulation, the Governor-General in Council may in the case of officers appointed after attaining the age of 25 years and of officers holding His Majesty's Commission to whom these regulations apply, by general or special order determine the

* Inserted by the Government of India, Home Department, notification No F-57-37-25 dated the 8th June 1926

† See Government of India, Home Department, notification No F-178-12-IV-24 dated 17th February 1925

maximum benefits to which such officers shall be entitled for themselves, their wives and their children

7 Notwithstanding anything contained in these regulations, if an officer dies while in service, his wife and children shall be entitled to receive from the [general revenues]* single passages by sea from a port in India to a port outside India, but not exceeding, in each case, the cost of a single passage by sea between Bombay and London by P & O Steamer, 1st Class B

8 A separate account shall be opened in sterling in the case of each officer, and, if such officer is married, for his wife, and, if he has children, for each child. These accounts shall be credited respectively with the cost of the passages to which the officer, his wife and children are entitled under Regulation 6, and no transfer of any credit shall be made from one account to another. Within the amount of these credits the officer shall be entitled to receive passages by sea between a port in India and a port outside Asia for himself, his wife and his children respectively, provided the cost of no single or return passage by sea shall exceed the cost of a single or return passage, as the case may be, between Bombay and London by Peninsular and Oriental, 1st Class B, provided further, should the cost of any passage engaged be less than the cost of a passage by sea between Bombay and London by Peninsular and Oriental, 1st Class B, and the individual concerned perform any part of the journey between port and port by land, it shall be permissible to draw from [general revenues,]* subject to such regulations as may be made by the Governor-General in Council, the actual cost of the railway fare, but not exceeding the difference between the cost of the passage engaged and the cost of a passage by sea between Bombay and London by Peninsular and Oriental Steamer, 1st Class B

†Note 1 —For the purposes of the second proviso to this Regulation a journey by land may be deemed to include a passage across the English Channel, and railway fare may be deemed to include the cost of such a passage

‡Note 2 —For the purposes of this Regulation, Colombo shall be deemed to be a port in India

§ 9 (1) Payment for all sea passages shall be made from [general revenues]* to the Steamship Companies either direct or through recognised firms of passenger agents

(2) Payment on account of journeys by land shall be made either to the officer making the claim or the Steamship Company or a recognised firm of passenger agents

10 The accounts mentioned in Regulation 8 shall be debited with the cost of passages actually engaged, subject to the limit prescribed in

*Substituted for the words "The General Passage Fund" from 1st April 1926, *vide* Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

†Inserted by the Government of India, Home Department, notification No F-172-B 11-24 dated the 12th March 1925

‡Inserted by the Government of India, Home Department, notification No F-57-27-25 dated the 13th October 1925

§Original rule substituted, *vide* Government of India, Home Department, notification No F-57-24-25 dated the 17th September 1925

Regulation 8, and with the sums actually drawn from [general revenues]* on account of railway journeys

11 When the cost of a passage by sea between Bombay and London by Peninsular and Oriental Steamer, 1st Class B, is increased or decreased, the balance at credit of each account referred to in Regulation 8 shall be increased or decreased, as the case may be, in proportion to the increase or decrease in the cost of passages

12 An officer is entitled to the benefits provided by these regulations in respect of any journey to or from India performed by himself or his wife, or any of his children which commences on or after the 1st April, 1924, and before the date of the officer's retirement, provided that the officer, his wife and any of his children shall be entitled to receive, so far as their respective credits permit, single passages from a port in India to a port outside Asia, but not exceeding the cost of a single passage by sea between Bombay and London by Peninsular and Oriental Steamer, 1st Class B, for a journey commenced within six months after the officer's retirement, provided, further, that should the cost of any passage engaged be less than the cost of a passage by sea between Bombay and London by Peninsular and Oriental Steamer, 1st Class B, and the individual concerned perform any part of the journey between port and port by land, it shall be permissible to draw from *[general revenues, subject to such regulations as may be made by the Governor-General in Council, the actual cost of the railway fare, but not exceeding the difference between the cost of the passage engaged and the cost of a passage by sea between Bombay and London by Peninsular and Oriental Steamer, 1st class B.

†Note 1 —For the purposes of the second proviso to this Regulation, a journey by land may be deemed to include a passage across the English Channel, and railway fare may be deemed to include the cost of such a passage

‡Note 2 —For the purposes of this Regulation, Colombo shall be deemed to be a port in India

§13 * * * *

¶14 Any balance remaining at the credit of any person in his or her personal passage account after such person has ceased to be eligible for any benefits under these Regulations shall lapse to Government

15 The Governor-General in Council may make supplementary regulations to carry out the purposes and objects of these regulations,

*Substituted for the words "the General Passage Fund" from 1st April 1926, vide Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

†Inserted by the Government of India, Home Department notification No F-172-B-11-24 dated the 12th March 1925

‡Inserted by the Government of India, Home Department, notification No F-57-27-25 dated the 13th October 1925

§Omitted from 1st April 1926, vide Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

¶Substituted from 1st April 1926, vide Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

and may with the sanction of the Secretary of State in Council by order in writing, direct that any of the provisions of Regulations 8, 9, 10, *^[or] 12 [* *]† of this Schedule be relaxed or varied in any particular case to such extent and subject to such conditions (if any) as he may think proper

APPENDIX A TO SCHEDULE IV

Services and Posts referred to in Rule I.

A.—Services—

1 All-India Services —

- (1) Indian Civil Service
- (2) Indian Police Service
- (3) Indian Agricultural Service
- (4) Indian Educational Service
- (5) Indian Forest Service
- (6) Indian Forest Engineering Service
- (7) Indian Medical Service (Civil)
- (8) Indian Service of Engineers
- (9) Indian Veterinary Service

2. Central Services —

- (1) Indian Audit and Accounts Service

* * * *

- (14) Indian Ecclesiastical Establishment

* * * *

- ‡(16) The Bombay Political Department

* * * *

B—Posts—

1. Any post borne on the cadre of any service specified in Part A of this Schedule, when held by an officer who is not a member of that service

* * * *

4 The posts of Commissioner and Assistant Commissioner of Income Tax

* * * *

§(8) The post of the Controller of Printing, Stationery and Stamps

* * * *

*The word " or " inserted from 1st April 1926, *vide* Government of India, Home Department, notification No F-17-15-26 dated the 16th June 1926

†The words " or 13 " omitted from 1st April 1926, *vide* Government of India, Home Department, notification No F-17 15-26 dated the 16th June 1926

‡Added by the Government of India, Home Department, notification No F-58-III-25 dated 27th April 1925, and the amendment shall be deemed to have had effect as from the date on which the said rules came into force and to have ceased to have effect as from 11th October 1924

§Added by the Governor-General in Council, *vide* Government of India, Home Department, notification No F-172-D-IV-24 dated 25th February 1925,

*(15) The post of Registrar of Joint Stock Companies, Bombay

†(19) The post of Shipping Master, Bombay

APPENDIX B TO SCHEDULE IV

Provisions for the determination of domicile

1 A person can have only one domicile

2 The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death

3 The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled

4 The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired

5 (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin

(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile

Explanation 1—A person is not to be considered as having taken up his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling

Explanation 2—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country

6 The domicile of a minor follows the domicile of the parent from whom he derives his domicile or origin

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business

7 After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile

8 Save as otherwise provided above a person cannot during minority acquire a new domicile

*Added by the Governor General in Council, vide Government of India, Home Department, notification No F-172 D-XIV-24 dated 18th May 1925

†Added by the Governor-General in Council, vide Government of India, Home Department, notification No F 58-24 dated 22nd October 1925

9 An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person

10 Notwithstanding anything herein contained, a person who—

(a) was born, and has been educated exclusively, in Asia and had not at the date of his appointment resided out of Asia for a total period exceeding six months, or

(b) had before that date claimed or been deemed to be a native of India for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments or other privilege, shall be deemed to have had his domicile in Asia on that date

11 If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Secretary of State in Council, in the case of persons appointed by him, of the Governor-General in Council, in the case of persons appointed by him, or of the local Government in the case of persons appointed by them, shall be final

SCHEDULE V (See Rule 13)

1 All-India Services —

- (a) Indian Police Service
- (b) Indian Educational Service (Men's Branch)
- (c) Indian Agricultural Service
- (d) Indian Forest Service
- (e) Indian Forest Engineering Service
- (f) Indian Service of Engineers
- (g) Indian Veterinary Service

2. Central Services—

(1) Indian Audit and Accounts

- | | | | |
|------|---|---|---|
| (2) | * | ~ | * |
| (3) | * | * | * |
| (4) | * | * | * |
| (5) | * | * | * |
| (6) | * | * | * |
| (7) | * | * | * |
| (8) | * | * | * |
| (9) | * | * | * |
| (10) | * | * | * |
| (11) | * | * | * |
| (12) | * | * | * |

(13) Political Department (other than officers of the Indian Civil Service)

(14) *Miscellaneous Posts*—

*Registrar of Joint Stock Companies, Bombay

3 Officers who, though not members of one of the services mentioned above, hold posts borne on the cadres of any of those services or of the Indian Civil Service

4. * * *

5 * * *

6 Income Tax Department—

(1) Commissioners

(2) Assistant Commissioners

7 * * *

8. * * *

9 * * *

†[10 Specialist officers who were before the 1st April 1924 admitted to the scale of pay appended to the Government of India's Public Works Department Circular No 1-P W dated 29th March 1921, and granted pensionary privileges]

‡11 Controller of Printing, Stationery and Stamps.

 * * * *

Supplementary Passage Regulations.

In exercise of the power conferred by sub-regulation (2) of regulation 6 of the regulations included in Schedule IV to the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, the Governor-General in Council is pleased to specify the following benefits as the maximum benefits to which an officer appointed after attaining the age of 26 years, or an officer holding His Majesty's Commission to whom the said regulations apply, shall, save as otherwise by special order provided, be entitled for himself, his wife and his children, namely —

(a) In the case of officers appointed or entering civil employ on or after the 1st day of April 1924 [other than military officers who entered civil employ on or after the 14th day of February 1925—]§

*Added by the Governor-General in Council, *vide* Government of India, Home Department, notification No F-172-D-XIV-24 dated 18th May 1925

†Added by the Government of India, Home Department, notification No F-172-B 11-24-Est. dated 12th March 1925

‡Added by the Governor-General in Council, *vide* Government of India, Home Department, notification No F-172-D-IV-24 dated 25th February 1925

§ Added by the Governor-General in Council *vide* Government of India, Home Department, notification No F-57-29-25 dated 17th February 1926

(i) for the officer himself the number of return passages shown in the following scale —

Officer's age at date of appointment or of entering civil employ	Number of return passages
Under 31 years ..	4
31 years or over but under 38 years .	3
38 years or over but under 45 years .	2
45 years or over .	1

(ii) for his wife the same number of return passages to which the officer himself is entitled :

Provided that in the case of an officer who has been married after the date of his appointment or of his entering civil employ the scale of benefits for his wife shall be as follows —

Officer's age at date of marriage	Number of return passages
Under 31 years . ..	4
31 years or over but under 38 years	3
38 years or over but under 45 years	2
45 years or over	1

and (iii) for each child one single passage ; and

(b) in the case of officers appointed or entering civil employ before the 1st day of April 1924—

(i) for the officer himself the number of return passages shown in the following scale :—

Officer's age on 1st April 1924	Number of return passages
Under 31 years	4
31 years or over but under 38 years ..	3
38 years or over but under 45 years ..	2
45 years or over	1

(ii) for his wife the same number of return passages to which the officer himself is entitled :

Provided that in the case of an officer who has been married on or after the 1st day of April 1924, the scale of benefits for his wife shall be that laid down in the proviso to clause (a) (ii); and

(iii) for each child one single passage

*[(c) A military officer transferred to or from permanent civil employ on or after the 14th day of February 1925 will take with him any balance standing to his credit in his passage account or in that of his family]

(Government of India, Home Department, notification No F-178-12-VI-24-Est dated 17th January 1925)

Supplementary Regulations made by the Governor-General in Council under Regulation 13.

In exercise of the power conferred by regulation 13 of the Regulations included in Schedule IV to the Superior Civil Services (Revision of Pay and Pension) Rules the Governor-General in Council is pleased to fix the 31st March 1925 as the date after which expenditure incurred by officers in engaging passages will not be repayable by Government. Officers engaging passages after that date should therefore proceed in accordance with the regulations contained in Schedule IV to the Superior Civil Services (Revision of Pay and Pension) Rules, 1924

(Government of India, Home Department, notification No. F-178-12-IX-24 dated 29th January 1925)

Supplementary Regulations made by the Governor-General in Council under Regulation 15.†

In exercise of the powers conferred by Regulation 15 in Schedule IV to the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, the Governor-General in Council is pleased to make the following supplementary regulations to govern the drawing of benefits under those rules from the General Passage Fund.—

Part I—Passages by Sea

(1) Every application by an officer for a passage by sea shall be made to the audit officer by whom his pay is audited, provided that if the officer is in Europe the application shall be made to the High Commissioner for India. If the application is made to the High Commissioner, the officer must present with his application a certificate from the audit officer stating the amount in the General Passage Fund at the credit of each person for whom a passage is to be taken.

(2) The application shall specify the persons for whom it is desired to secure passages. If the audit officer or the High Commissioner, as the case may be, is satisfied that any benefit is admissible under the rules,

*Added by the Governor-General in Council, *vide* Government of India, Home Department, notification No F-57-29-25 dated 17th February 1926

†*Vide* Government of India, Finance Department, notification No F-35 C.S.R.-25 dated 6th February 1925.

he will furnish to the applicant a certificate stating the maximum cost of the passage which may be engaged for each such person at the charge of the General Passage Fund.

(3) When the officer engages the passage or passages he will present to the steamship company the certificate and on receiving the ticket or tickets will give the company a receipt in the form prescribed showing the accommodation engaged, the persons for whom engaged and the cost. If the cost of any ticket should exceed the amount entered in the certificate, the difference must be paid by the officer himself.

*Note 1 —Although the benefits admissible from the General Passage Fund are stated in terms of the cost of passages by P & O, an officer is free to choose the line of steamers by which he will travel, and to book a passage in a class lower than P & O 1st class B. The saving accruing from the exercise of either option will remain at credit in the Personal Passage Account of the person or persons concerned and can be used towards meeting the cost of additional passage or passages engaged in excess of the number of P & O 1st class B passages the value of which is credited in the Personal Passage Account.

Note 2 —Nothing in the wording of the supplementary regulations is intended to restrict the employment of agents in booking passages or in other transactions with the steamship companies.

(4) If for any reason the officer, after obtaining the certificate but before presenting it to the steamship company, finds that he does not desire to use it, he should return it without delay to the audit officer or the High Commissioner, as the case may be.

(5) If the officer, after presenting the certificate to the steamship company, cancels the passages which he has engaged, he should at once inform the audit officer or the High Commissioner, as the case may be that he has done so, he should also take steps to obtain back the certificate from the steamship company and return it to the audit officer or High Commissioner.

†[(6) If the officer cancels a passage engaged by him, for the cost of which the steamship company has presented a claim for payment, he should, besides communicating with the company, immediately inform the audit officer or the High Commissioner, as the case may be, who will apply to the steamship company for a refund. No refund will be made except to the audit officer.]

†[(7) Any amount forfeited by the officer as a result of cancelling a passage in circumstances where the steamship company is entitled to claim such forfeiture shall be debited to the passage account concerned.]

§[(8) The above rules do not apply in their entirety to cases in which an officer in India wishes to obtain a passage or passages for his family resident outside Asia. In such cases, the application should be made by the

*As amended by Government of India, Finance Department, notification No F-35-II-CS R -25 dated 8th May 1925

†Substituted by Government of India, Finance Department, notification No F-35-CS R -25 dated 14th April 1925

‡Added by the Governor General in Council, vide Government of India, Finance Department, notification No F-35-III-CS R dated 11th September 1925

§Added by the Governor-General in Council, vide Government of India, Finance Department, notification No F-35-VIII-CS R -25 dated 21st October 1925

officer to the High Commissioner and supported by a certificate from the audit officer in India stating the amount in the General Passage Fund at the credit of each person for whom a passage is to be taken. The application should specify the persons for whom it is desired to secure passages, and should contain full information as regards the steamer line and the route by which it is desired to travel and the class of accommodation required. On receipt of such an application, the High Commissioner will, on behalf of the officer, arrange with the steamship company for the required passages, if he is satisfied that the cost of such passages is admissible under the rules. If the cost of any such passage exceeds the maximum amount admissible therefor under the rules, the officer must arrange for the payment of the difference to the High Commissioner before the passage is engaged. As soon as the necessary arrangements have been made by the High Commissioner, he will intimate the fact with full particulars to the officer concerned, as well as to the audit officer in India. If for any reason the officer, after obtaining the certificate from the audit officer but before forwarding it to the High Commissioner, does not desire to use it, he should return it without delay to the audit officer. If, after forwarding the certificate to the High Commissioner, it is found that the passages are not required, or if passages already engaged are cancelled, the officer will be responsible for intimating the fact promptly to the High Commissioner, and for returning the ticket or tickets to the High Commissioner. He will be similarly responsible for intimating promptly to the steamship company the cancellation of a passage already engaged. On receipt of the intimation, the High Commissioner will take steps to obtain a refund from the steamship company where necessary, and will also inform the audit officer in India of the non-utilisation of a certificate presented to him or the cancellation of a passage.]

*(9) An officer, who at the time of proceeding on leave declares his intention of retiring from service, is entitled to draw on the Passage Fund for single passages only. If, however, no such declaration is made but the officer draws on the Passage Fund for return passages whether for himself, for his wife or for his children and retires on the termination of leave, he should return the unused half of the return ticket or tickets which have not been utilised, to the audit officer concerned in India who will watch for the return of the unused halves of the return tickets, and obtain from the Steamship Company concerned a refund in respect of the return passage or passages. If, however, the return halves are actually utilised, the audit officer should realise from the officer concerned, the cost thereof. In cases in which an officer who does not return to duty actually uses the return ticket or tickets for the journey back to India the cost of the same will be recovered from him unless the Governor-General in Council is satisfied that the officer was prevented, by circumstances beyond his control, from returning to duty.

*Added by the Governor-General in Council, *vide* Government of India, Finance Department, notification No F-12-VI-C.S.R -26 dated 25th February 1926.

There may be cases in which the High Commissioner arranges return passages for officers returning to India for a short spell of duty prior to retirement. If in any such case the return half of the ticket or tickets is not utilised, it should be returned to the audit officer concerned in India. If the officer does not actually join duty, the entire cost of the return passage, or the cost of the journey to India only, according as the return half of the ticket or tickets is or is not used, will be recovered from him.

When an officer takes return passages for himself and his wife ^{and}/_{or} children and returns to duty in India leaving his wife ^{and}/_{or} children at home or when an officer while on duty in India sends his wife ^{and}/_{or} children out of Asia on return tickets of which the second halves are not utilised, he should return the unused half of the return ticket or tickets to the audit officer concerned in India. If, however, the second halves of the return tickets are actually utilised, the officer should make a declaration in due course to the audit officer that the tickets have actually been utilised.

No refund will be made by a Steamship Company under this rule except to the audit officer, who will make the necessary adjustment of the amount between the officer and the Government if the cost of the passage involved or any portion thereof has been borne by the officer.]

Part II.—Journeys by Land

(1) Every application by an officer for the benefit permissible under Regulation 8 shall be made to the High Commissioner for India. As an exception to this general rule, if the officer obtains from the steamship company in India a through ticket covering the overland journey he may make his claim to the audit officer in India for the whole journey including the cost of the journey by land.

(2) No claim is admissible in respect of a railway journey performed in India or in the country of destination, provided that a person travelling on a through ticket to or from London may make a claim in respect of the journey between London and the Channel port.

(3) The amount payable in respect of a journey by land shall in no case exceed the cost of an ordinary first class railway fare by a direct route.

*[Note.—In cases where cost of the journey by land exceeds the ordinary first class fare by a direct route, the difference must be paid by the officer himself.]

(4) The application shall specify the persons for whom the benefit is claimed and shall state the facts of the claim in sufficient detail to enable the High Commissioner to satisfy himself that the prescribed conditions are fulfilled. The officer shall be bound to furnish such further information as the High Commissioner may require for this purpose.

(5) In the case of a journey from India the claim should be accompanied by—

(a) a declaration signed by the officer that the land journey was actually performed by the persons on whose behalf the claim is made; and

*Added by the Governor General in Council, vide Government of India, Finance Department, notification No F-35-XVI-(2) C S R -25 dated 22nd October 1925

(b) a certificate, which the officer should obtain from his audit officer in India, showing the amount to which he is entitled in respect of the journey from India and the cost of the passage actually engaged.

Note—If an officer intends to present a claim to the High Commissioner under this regulation he should in his own interests take steps to obtain the certificate referred to in clause (b) before he leaves India

(6) In the case of a journey to India the officer shall submit to the High Commissioner a declaration stating the route by which he, or the person on whose behalf he makes the claim, intends to travel.

†[(7) The procedure laid down in rule (8) of part I, will govern cases in which an officer in India wishes to obtain from the steamship company a through ticket to India covering a journey by land for a member of his family resident outside Asia. In cases where such a land journey is to be performed otherwise than on a through ticket, the application for the cost of the land journey should be made by the officer to the High Commissioner simultaneously with the application for a sea passage made under Rule (8) of Part I. With the application the officer should submit to the High Commissioner a declaration stating the route by which the person on whose behalf he makes the claim desires to travel and the class of accommodation required. On receipt of such an application the High Commissioner will arrange for the payment of the cost of the land journey in advance to the member of the officer's family, if he is satisfied that the prescribed conditions are fulfilled. The fact of the payment will forthwith be intimated by the High Commissioner with full details to the officer and also to the audit officer in India.]

Part III—General

1 In urgent or special cases the Governor-General in Council may sanction such modification of the procedure prescribed in these regulations as he may deem to be necessary

†[2 The High Commissioner and the Audit Officers in India may adopt, in exceptional cases not covered by these regulations, a suitable procedure provided that the spirit of any of these regulations is not contravened.]

*Added by the Governor-General in Council, *vide* Government of India, Finance Department, notification No F-35-VIII-C S R -25 dated 21st October 1925

†Added by the Governor-General in Council *vide* Government of India, Finance Department, notification No F-35 XVII C S R -25 dated 14th December 1925

SUPPLEMENT III

Rules regulating the Grant of Overseas Pay to Members of Services or to Holders of Posts for which Overseas Pay has been sanctioned.**RESOLUTION.**

In exercise of the powers conferred by section 96-B (2) of the Government of India Act, the Secretary of State for India in Council has been pleased to make the following rules regulating the grant of overseas pay to members of services or to holders of posts for which he has sanctioned such pay

Explanation—The words “members of services posts” should be interpreted to mean “members when they are substantively appointed to the service or post carrying overseas pay” An officer while officiating in such service or post is not, therefore, entitled to overseas pay and the grant thereof requires the sanction of the Secretary of State in Council

(Auditor General's No 1124-A—424/23 dated 5th November 1923,
G I, F D, No 2462-Ex dated 5th November 1923)

2 The Secretary of State in Council has decided that these rules shall have effect from the 3rd January 1921, and that the principles laid down in the rules shall be applied retrospectively from the dates on which overseas pay came into force for the various services or posts concerned. The object of the grant of retrospective effect is to place the grant of overseas pay on a uniform basis from its inception. An officer not entitled to overseas pay under these rules will not, however, be required to refund any amounts which he may have drawn in good faith.

3 It will be observed that under the rules an officer who has been promoted to an Imperial Service from a Provincial or Subordinate Service or from an outside post and is of non-Asiatic domicile is entitled, subject to the proviso in rule 1 (a), to overseas pay from the date on which he became a member of the service. It has been decided that an officer who is admitted to an Imperial Service by promotion should become a member of that service in all respects and that there is no valid reason why he should be treated differently, in respect of overseas pay, from members of the service recruited from other sources. This decision will not, however, supersede that embodied in clause (1) of the Home Department Resolution No 1260 dated the 24th June 1920, because Provincial Civil Service officers on appointment to hold listed Indian Civil Service posts do not become Members of the Indian Civil Service, they remain members of the Provincial Civil Service and it is considered that the pay fixed for the post is a fair remuneration independently of overseas pay.

(G. I, F D, Resn No 1533 Ex dated 5th July 1923)

Overseas Pay.

1 Overseas pay at the rate or rates sanctioned for a particular service or post may be drawn by the following classes of officers serving in such service or holding such posts, namely —

(a) any officer having at the date of his appointment to such service or post his domicile elsewhere than in Asia

Provided that no such officer shall be entitled to this concession who, prior to such appointment, has for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments or other privilege, claimed or been deemed, to be a native of India,

(b) any officer having at the date of his appointment his domicile in Asia, to whom this concession has been extended by any general or special order of the Secretary of State in Council

2 For the purposes of these rules, the domicile of a person shall be determined in accordance with the provisions set out in the Schedule to these rules

Provided that a person who was born and has been educated exclusively in Asia, and has not resided out of Asia for a total period exceeding six months, shall be deemed to have his domicile in Asia

3 No officer who, after his appointment to a service or post, acquires a new domicile, shall thereby lose his right to, or become entitled to, overseas pay

4 If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Secretary of State in Council, in the case of persons appointed by him, of the Governor-General in Council in the case of persons appointed by him, or of the Local Government in the case of persons appointed by them, shall be final

*THE SCHEDULE**Provisions for the determination of Domicile*

1 A person can have only one domicile

2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.

3 The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled

4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.

5 (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin

(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile.

Explanation 1—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's Civil or Military Service or in the exercise of any profession or calling

Explanation 2—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country

6 The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin.

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband.

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile

8 Save as otherwise provided above a person cannot during minority acquire a new domicile.

9 An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

(S of S's Desp No 51-Public dated 21st June 1923, received with G I, F D,
No 1936 C S R dated 24th October 1923, G R, F D, No 2633
dated 17th September 1923)

SUPPLEMENT IV

Rules fixing the salaries, allowances, furloughs, retiring pensions and (where necessary) expenses for equipment and voyage of the Chief Justices and other Judges of the Indian High Courts made by the Secretary of State in Council.

THE HIGH COURT JUDGES (INDIA) RULES, 1922

(Notification of the Govt of India in the Home Department, No F 70 Judl dated the 29th December 1922, as modified up to 1st January 1926)

The following revised rules made by the Secretary of State for India in Council on the 17th October 1922 (with the exception of the note to Rule 24 which has been subsequently made), consolidating and amending the rules fixing the salaries, allowances, furloughs, retiring pensions and (where necessary) expenses for equipment and voyage of the Chief Justices and other Judges of the several Indian High Courts, are published for general information —

INDIAN HIGH COURTS.

Rules fixing the salaries, allowances, furloughs, retiring pensions and (where necessary) expenses for equipment and voyage of the Chief Justices and other Judges.

1 [(1) These Rules may be called the High Court Judges (India) Rules, 1922]*

(2) In these rules, unless there is something repugnant in the subject or context—

“ Acting Chief Justice ” means a Judge appointed under section 105 of Statute 5 and 6 Geo V, cap 61, to perform the duties of Chief Justice of a High Court

“ Acting Judge ” means a person appointed under the said section 105 to act as a Judge of a High Court

“ Additional Judge ” means a person appointed by the Governor-General of India in Council under section 101, sub-section 2 (1), of Statute 5 and 6 Geo V, cap 61, to act as Additional Judge of a High Court

“ Judge ” includes a Chief Justice and Acting Chief Justice, and an Acting Judge and an Additional Judge, except where the contrary is expressed.

“ Actual Service ” includes—

(a) time spent by a Judge on duty as Judge or in the performance of such other functions as he may be directed to discharge by the Governor-General of India in Council,

*Added by the Home Department notification No F-500-25 dated the 28th December 1925

(b) duly authorised vacations (provided that the Judge is not absent on furlough or on leave granted under Rule 20) ,

[(c) joining time for a Judge on transfer from one High Court to another]*

“Service for pension ” includes—

(a) actual service ,

(b) time spent by a Judge on privilege leave under the rules in force prior to the date on which these rules come into force, *plus* one month or the period actually taken, whichever is less, of each period of leave on full allowances taken under these rules, *plus* all time spent on subsidiary leave

[“ Passage ” means accommodation for a journey by sea, land, or air, or partly by one of these elements and partly by one or both of the others, between a port in India (including Colombo) and a port outside Asia, provided that the cost payable under these Rules for such accommodation shall not exceed the listed price as published by the Company from time to time of one first-class fare at “ B ” rate by the Peninsular and Oriental Steam Navigation Company between Bombay and London, by the all-sea route]†

SECTION I—*Salaries*

2 The Chief Justice or Acting Chief Justice of the High Court at Calcutta shall be paid a salary at the rate of Rs 72,000 per annum for the period spent on actual service

3 The Chief Justice, or Acting Chief Justice of the High Courts at Madras, Bombay, Allahabad, Patna, Lahore and Rangoon, respectively, shall be paid a salary at the rate of Rs. 60,000 per annum for the period spent on actual service.

4 A Judge, or Acting Judge of the High Courts at Calcutta, Madras, Bombay, Allahabad, Patna, Lahore and Rangoon respectively, shall be paid a salary at the rate of Rs 48,000 per annum for the period spent on actual service.

Note to Rules 2 to 4—A person who as Chief Justice or Judge drew exchange compensation allowance before such allowance was withdrawn from public servants generally will be granted when and for so long as he holds the same post or a similar post on the same salary compensatory allowance equal in amount to the exchange compensation allowance for which he would from time to time have been eligible had the allowance not been withdrawn

SECTION I-A.—*Joining time* *

4-A.* A Judge transferred from one High Court to another may be allowed joining time to the extent admissible to a Government servant under the administrative control of the Governor-General in Council

* Added by the Home Department notification No F-937/24-Judl dated the 4th June 1925 The amendment took effect from the 25th March 1924

† Added by the Home Department notification No F-500/25 dated the 28th December 1925.

SECTION II — *Leave.*

5 Subject to the conditions prescribed in Rule 10, furlough granted to a Judge may be, at Judge's option, either—

- (a) leave on full allowances, or
- (b) leave on half allowances, or
- (c) partly leave on full allowances and partly leave on half allowances

6 A furlough account shall be maintained for each Judge

7 (a)* In the furlough account of a Judge who is already serving as a Judge when these rules come into force shall be credited —

(i) A period equal to double the period of privilege leave during which he would, if he had taken privilege leave on the date on which these rules come into force, have been eligible under the rules previously in force to draw salary, *plus*

(ii) the furlough standing at his credit on that date under those rules, *plus*

(iii) one-fourth of the period spent by him on actual service subsequent to that date, *plus*

(iv) a period equal to double the period by which the vacation enjoyed by him in any year subsequent to that date falls short of one month by reason of his having been detained on duty as Vacation Judge [or in the performance of such other functions as he may have been directed to discharge by the Governor-General of India in Council. Provided that no credit shall be given under this Clause for any such period by reason of the performance of functions other than those of Vacation Judge unless the functions were performed after the 1st April 1924]†

Note ‡ (1) to Rule 7 (a) (ii) —For the purpose of this rule furlough shall be credited proportionately in respect of fractions of four years' actual service

Note § (2) to Rule 7 (a) (ii) —In the case of any Judge * * * * * || who was already in the service of the Government at the time of his appointment to the High Court, leave on half average pay or furlough without medical certificate which he had at his credit, when so appointed, under the rules applicable to the branch of the service to which he belonged, may up to a maximum of one year be treated as furlough standing at his credit for the purpose of clause (ii)

[This note has effect from the 17th October 1922] ¶

(b) In the furlough account of a Judge who when he is appointed to the High Court becomes subject to these rules shall be credited—

(i) one-fourth of the period spent by him on actual service, *plus*

* Sub-rule (a) was substituted for the original sub-rule by the Home Department notification No F-271/23 dated the 15th November 1923 It took effect from the 17th October 1922

† Added by the Home Department notification No F-284/25 dated the 10th August 1925

‡ Added by the Home Department notifications No. F-217/23 dated the 9th June 1923, and No F-271/23 dated the 15th November 1923 It took effect from the 17th October 1922

§ Added by the Home Department notification No F-271/23 dated the 15th November 1923 It took effect from the 17th October 1922

|| The note was reissued with the omission of the words "with less than four years' service as such" by the Home Department notification No F-611/24 dated the 19th February 1925

¶ Added by the Home Department notification No D-2086 dated the 10th September 1925, and amended by corrigendum No F-673/25 dated the 25th November 1925

(*u*) a period equal to double the period by which the vacation enjoyed by him in any year falls short of one month by reason of his having been detained on duty as Vacation Judge [, or in the performance of such other functions as he may have been directed to discharge by the Governor-General of India in Council Provided that no credit shall be given under this Clause for any such period by reason of the performance of functions other than those of Vacation Judge unless the functions were performed after the 1st April 1924]*, *plus*

(*w*) if he was already in the service of Government at the time of being so appointed and had due to him at that time, under the rules applicable to the branch of the service to which he belonged, leave on half average pay, a period not exceeding the amount of leave so due to him and also not exceeding one year

8 The amount of furlough debited against a Judge's furlough account shall be the actual period of furlough taken subsequent to the date on which these rules come into force. In computing this period, leave on full allowances shall be treated as equivalent to double the amount of furlough

9 The amount of furlough due to a Judge is the balance of furlough at his credit in his furlough account.

10 † Furlough due to a Judge may be granted to him subject to the following restrictions —

(*a*) The aggregate amount of furlough granted to him during his whole period of service as Judge shall not exceed three years, *plus* the aggregate of the periods, if any, credited to his account under Rule 7, sub-rule (*a*), clauses (*i*) and (*w*), or Rule 7, sub-rule (*b*), clause (*u*). In computing the amount of furlough taken, leave on full allowances shall be treated as equivalent to double the amount of furlough

(*b*) The aggregate amount of leave on full allowances granted to him, including the furlough on double allowances granted under the rules previously in force, during his whole period of service as a Judge shall not exceed either—

(*i*) one-half of the period, if any, credited to his account under Rule 7, sub-rule (*a*), clauses (*i*) and (*w*), or Rule 7, sub-rule (*b*), clause (*u*), *plus* one year, *minus* the aggregate of the periods, if any, of commuted furlough or of leave on average pay subject to a maximum taken by him under the rules applicable to the branch of the service to which he belonged prior to his appointment as a Judge, or

(*u*) (A) one-twenty-fourth of the period spent by him on actual service, *plus* (B) one-half of the period allowed to be treated as at credit by Note II under Rule 7, sub-rule (*a*), clause (*u*), *plus* (C) one-half of the periods, if any, credited to his account under Rule 7,

*Added by the Home Department notification No F-284/25 dated the 19th August 1925

† Substituted for the original rule by the Home Department notification No F-271/23 dated the 15th November 1923. It took effect from the 17th October 1922

sub-rule (a), clauses (i) and (v), or Rule 7, sub-rule (b), clauses (ii) and (iii)

(c) The maximum period of leave on full allowances granted at any one time shall be five months

(d) The maximum period of furlough granted at any one time shall be sixteen months. In computing this period, leave on full allowances shall be treated as equivalent to an equal amount of furlough

Note to Rule 10 (b) (ii)—The total of (A) and (B) is subject to the limit of one year

11 On condition that the maximum limit prescribed in Rule 10, clause (a), is not exceeded, leave on half allowances may be granted to a Judge to whom it is not due—

(a) on medical certificate, or

(b) otherwise than on medical certificate, for not more than six months and not more than once during the whole period of his service as a Judge

12 A Judge on leave in Europe must, if the leave was granted or has been extended on a medical certificate, satisfy the Medical Board at the India Office as to his fitness to return to duty. Ordinarily, he must attend at the India Office for examination by the Board, but, in special cases, particularly if he be residing at a distance of more than 60 miles from London, a certificate from two medical practitioners, in a form to be obtained from the High Commissioner for India, may be accepted. On the required evidence of fitness being furnished, the Judge will receive from the High Commissioner permission to return to India. The authority granting the leave may require a similar certificate in the case of any Judge who takes leave in any locality for reasons of health, even though such leave is not actually granted on a medical certificate

13 Furlough taken in India shall be reckoned from the date on which the Judge quits his office to the date of his resuming duty. Furlough taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation on return to India, except in a case falling under Rule 17.

14 If furlough be taken partly in India and partly out of India, the commencement and termination of the furlough shall be respectively determined under the provisions of Rule 13 according as the furlough begins or ends in or out of India

15 For the interval between the date of quitting his office and the commencement of furlough out of India and between the termination of furlough out of India and resuming his office, a Judge may be allowed a subsidiary leave not ordinarily exceeding 30 days, which in special cases may be extended.

16. A Judge, when on furlough or subsidiary leave, shall receive allowances at the monthly rates shown in the following table —

	When resident in Asia during furlough	When resident outside Asia during furlough
	Rs	£
Leave on half allowances	1,110	111
Leave on full allowances	2,220	222
Subsidiary leave	1,110	

NOTE.—For the first month of any period of leave on full allowances in lieu of the allowances in the above table a Judge may draw his salary

17 *Subject to the condition that no Judge is appointed to act in his place during the vacation, a Judge may take furlough in combination with vacation on full salary—

(a) when the vacation consists of one continuous period either at the beginning or end thereof, but not both, or

(b) when the vacation is divided into two separate periods, for the interval, or any part thereof, between the two periods of the same vacation, or between the second part of one vacation and the commencement of the next ensuing vacation

18 Except under medical certificate, the number of furloughs to be granted at any one time and the grant of furlough to individual Judges shall be subject to and limited by the exigencies of the service, which exigencies shall be determined exclusively by the authority with whom rests the question of granting the furlough

19 Applications for furlough not supported by medical certificate shall be granted usually in the following order —

The Judge who has the greatest amount of furlough due to him under Rule 9 shall have the preference. If two or more applicants are on an equality in this respect, preference shall be given to the applicant whose actual service in a High Court is longest, reckoning, in the case of a Judge who has not taken furlough or leave granted under Rule 20 from the date of the commencement of his service in the High Court, and in the case of a Judge who has taken furlough, subsidiary leave or leave granted under Rule 20 from the date of his last return from such furlough or leave. If two or more applicants are equal in both the above mentioned respects, the preference shall be given to the senior in the Court

20 If the Government in its discretion deems it necessary, in any special instance, to grant to any Judge leave of absence for which no express provision is made in the foregoing rules, the Judge shall be

*Substituted for the original rule by the Home Department notification No F-56/25 dated the 4th June 1925

entitled to draw no salary or allowances during such leave. Such leave shall in no case exceed six months and shall not be granted more than once during the whole period of the Judge's service as a Judge.

21. Applications for leave shall in all cases be submitted and returns to duty, whether from leave or vacation, shall in all cases be reported in such manner as the Government shall from time to time prescribe.

22. No substantive appointment shall be vacated merely by reason of leave being granted under these rules.

23. If a Judge overstays any leave or any vacation whether combined with furlough or not, he shall forfeit all salary during the time of his remaining so absent, and if he overstays his leave or vacation for more than one week, his office shall be liable to be declared vacant, provided that if the overstay is due to circumstances beyond his control, the period of overstay may, at the discretion of the authority with whom rests the question of granting furlough, be treated as furlough and be debited to his furlough account under Rule 8. A Judge on leave or vacation is not obliged to return to duty, on an authorised holiday, unless another officer is officiating as Judge in consequence of his absence.

SECTION III—Pensions.

24. Subject to the proviso hereinafter set out a Judge of a High Court shall receive, according to the length of his service for pension, a pension corresponding to the rates specified in the table that follows —

Length of service for pension	IF SERVICE INCLUDES SERVICE AS CHIEF JUSTICE					Judge who is not a member of the Indian Civil Service	Judge who is a member of the Indian Civil Service
	Not less than 5½ years		Not less than 2½ years but less than 5½ years				
	As Chief Justice, Calcutta High Court	As Chief Justice, in any other High Court	As Chief Justice, Calcutta High Court (when previous service has been as Chief Justice in other High Courts)	As Chief Justice, Calcutta High Court (when previous service has been as Puisne Judge)	As Chief Justice in any other High Court		
	1	2	3	4	5		
	£	£	£	£	£	£	£
(a) 6½ years but less than 8½ years	900	750	800	700	650	600	100
(b) 8½ years but less than 10 years	1,075	900	960	840	780	720	120
(c) 10 years but less than 11½ years	1,450	1,200	1,280	1,120	1,040	960	160
(d) 11½ years and over	1,800	1,500	1,600	1,400	1,300	1,200	200

Provided that no Judge shall receive such pension who has not attained the age of 60 years, unless he either retires on medical certificate or has had a service for pension of at least $11\frac{1}{2}$ years

† * * * *

25 Except in the case of a member of the Indian Civil Service, who may draw the pension shown in column 8 of the table in Rule 24 in addition to the pension for which he is eligible under the ordinary rules relating to that service, a Judge receiving a pension under Rule 24 will not be entitled to any other pension or retiring allowance

25A † (1) If a Judge of a High Court is permitted to retire before completing one of the periods of service for pension specified in column 1 of the annexed table in a High Court but after completing that period of service in a High Court and a Chief Court combined or in a High Court and one of the Judicial Commissioner's Courts of Oudh, Sind, or the Central Provinces combined, and if under the rules applicable to him he might receive the pension specified in column 3 or in column 4 of the annexed table if his total combined service had been in the Chief Court, or in the Judicial Commissioner's Court concerned, he shall receive a pension according to the length of his combined service for pension calculated in accordance with the following rule —

Subject to the proviso hereinafter set out he shall receive a pension at the rate specified in column 3 if his previous service was in a Chief Court or at the rate specified in column 4 if his previous service was in a Judicial Commissioner's Court to which shall be added the amount obtained by multiplying by the number of his completed years of service for pension in a High Court, the difference between the amount in column 2 of the table for the same total period of service and the amount in column 3 or in column 4, as the case may be, and dividing the result by the lower limit of years for the same period of service in column 1.

Length of service for pension	High Court	Chief Court	Judicial Commissioner's Court
1	2	3	4
	£	£	£
$6\frac{1}{2}$ years to $8\frac{1}{2}$ years	600	500	375
$8\frac{1}{2}$ years to 10 years	720	600	450
10 years to $11\frac{1}{2}$ years	960	800	600
$11\frac{1}{2}$ years and over	1,200	1,000	750

† The original "Note" was omitted by the Home Department notification No F-500/25 dated the 28th December 1925

† Added by the Home Department notification No F-499/22 dated the 4th December 1924

Provided that no Judge shall receive a pension calculated in accordance with this rule who has not attained the age of 60 years, unless he either retires on medical certificate or has had a service for pension of at least $11\frac{1}{2}$ years in a High Court and Chief Court combined, or in a High Court and a Judicial Commissioner's Court combined

(2) If a Judge of a High Court, who has completed not less than 21 years' service for pension as a Chief Justice of a High Court, is permitted to retire with a pension calculated under sub-rule (1), he shall receive an additional pension of the difference between the amounts for his combined service for pension as a Judge shown in columns 3 and 7 or in columns 6 and 7 of the table in rule 24, according as his service for pension as a Chief Justice was not less than $5\frac{3}{4}$ years or not less than $2\frac{1}{2}$ years, respectively

(3) If a Judge of a High Court, who is a member of the Indian Civil Service, is permitted to retire before completing $6\frac{3}{4}$ years' service for pension in a High Court but after completing that period of service in a High Court and a Chief Court combined or in a High Court and one of the Judicial Commissioner's Courts of Oudh, Sindh, or the Central Provinces or as Judicial Commissioner, or as officiating Judicial Commissioner of Upper Burma combined, he shall receive in addition to the pension for which he is eligible under the ordinary rules relating to that Service a pension of £100 divided by $6\frac{3}{4}$ for each completing year of service for pension as a Judge of a High Court. Provided that no Judge shall receive an additional pension calculated in accordance with this rule who has not attained the age of 60 years, unless he either retires on medical certificate or has had a service for pension of at least $11\frac{1}{2}$ years in a High Court and Chief Court combined, or in a High Court and a Judicial Commissioner's Court combined

[(4) If a Judge of a High Court, who has rendered previous service both in a Chief Court and in one of the specified Judicial Commissioner's Courts is permitted to retire, the above provisions may be applied by either,

(a) omitting service in a Judicial Commissioner's Court, or

(b) treating service in a Chief Court as service in a Judicial Commissioner's Court]*

* * * * *

†25B Pensions paid in India shall be issued in rupees and converted at the rate of exchange current on the date on which payment falls due

Provided that pensioners of the following classes may, at their option, convert their pensions into rupees at the rate of 1s 4d. to the rupee, so long as they continue to reside in India —

(1) pensioners resident in India who were on 1st February 1921 in receipt of pensions converted at that rate,

*Added by the Home Department notification No F-490-II/22 dated the 20th October 1925. It took effect from the 22nd October 1924

†The original "Note" was omitted by the Home Department notification No F-500/25 dated the 28th December 1925

‡Added by the Home Department notification No F-500/25 dated the 28th December 1925

(2) pensioners of Indian domicile who were on 1st February 1921 temporarily drawing their pensions in sterling,

(3) pensioners who were in Government service on 1st February 1921, and who at that date were of Indian domicile

26 When a Judge, who at the time of his appointment to a High Court was a member of one of the Government Services in India is permitted to retire without a pension under the preceding rules, he shall receive such a pension as he might receive under the rules applicable to the Branch of the Service to which he belonged when so appointed, reckoning the period of his service as a Judge of a High Court towards service for that pension

27 If a Judge who, at the time of his appointment to a High Court, was a member of one of the Government Services in India, is permitted to retire after six years and nine months of service for pension as Judge, he shall have the option of taking his pension of retiring allowance either under these rules or under the rules applicable to the Branch of the Service to which he belonged when appointed

28 The words "a member of one of the Government Services in India" in Rules 26 and 27 include an acting member, and for the purpose of these rules acting service in the appointment held at the time of appointment as a Judge of the High Court shall be regarded as substantive

29. In the event of the appointment to be a Judge of a High Court of a retired Judge who is in receipt of a pension under the preceding rules, the Secretary of State in Council shall decide in each case whether his salary shall be reduced by the amount of such pension, or by any part of such amount

30 No Judge, selected from the Indian Civil Service, shall receive any pension under these rules unless he shall have fully complied with all the rules and regulations in force for the time being as to payments to be made by him as a member of the Indian Civil Service on account of the provision for pension to his wife and children

31 If a Judge is transferred from one High Court to another, the period he has served in each Court shall count towards his qualification for pension

32 A Judge appointed under Statute 5 and 6 Geo V, Chapter 61, section 105, to perform the duties of Chief Justice is not a Chief Justice within the meaning of these rules as to pension, provided that, if such Judge be afterwards appointed to be a Chief Justice, the period during which he performed the duties of Chief Justice as aforesaid shall count as service for pension according to the table in Rule 24; provided also that the period during which a Judge performs (under Statute 5 and 6 Geo V., Chapter 16, section 105) the duties of Chief Justice of the High Court at Calcutta shall not count towards pension at a rate exceeding 1,500% a year unless such Judge is subsequently appointed to the office of Chief Justice of the said High Court at Calcutta.

33 The above rules shall apply to every Judge now holding office, as well as to those who may be hereafter appointed

SECTION IV — *Expenses for Equipment and Voyage*

34 (The original Rule 34 was superseded by the Home Department Notification No F -425 /24 dated the 29th April 1924 and the following rule was published therewith)

In exercise of the powers conferred on him by section 104 (1) of the Government of India Act, the Secretary of State for India in Council, in supersession of previous orders on the subject, hereby fixes £500 as the sum payable to a Chief Justice or other Judge of one of the several High Courts in India if permanently resident in Europe at the time of appointment, for the expenses of equipment and voyage provided that the allowance is not payable to a Chief Justice or Judge who was a member of the Government Services in India at the time of his appointment

SECTION V — *Travelling Allowances*

*35 A judge is entitled when travelling on duty—

(i) when travelling by railway to a reserved first class compartment, and to fares (if actually paid) for four servants at lowest class rates ,

(ii) when travelling by steamer to a reserved cabin (if one is available) and to fares (if actually paid) for four servants at lowest class rates, subject to the usual deduction on account of Messing charges , and

(iii) when travelling by road to a mileage of one rupee

He is also entitled to draw daily allowance at the rate of 15 rupees for each day on which he has been engaged on inspection work

†35A A Judge of the High Court of Judicature at Bombay is entitled, in addition to allowances admissible under rule 35, to recover the actual cost incurred by him while travelling on inspection duty on the transport of a conveyance and two horses or of a motor car, including the fares of one syce for each horse or one driver or cleaner for the car This rule has effect from the 1st January 1925

*36 Whenever a Judge who has been sitting at Rangoon, is required by the Chief Justice to sit in Mandalay under the provisions of clause 41 of the Letters Patent constituting the High Court of Judicature at Rangoon, with the intention that he shall sit in Mandalay for a period of not less than 20 days, there shall be paid to him the expenditure actually incurred by him on his journey to Mandalay and on his return journey to Rangoon for the transport of the following persons and goods —

(i) the Judge himself by a reserved first class compartment ,

(ii) any members of the family of the Judge normally resident with him who do not travel in the reserved compartment by passenger train

* Added by the Home Department notification No F -727/23 dated the 14th May 1924 Rule 36 took effect from the 18th December 1922

† Added by the Home Department notification No F -400/25 dated the 9th November 1925

at first class rates For the purposes of this rule the family of the Judge means his wife, his legitimate children and his step-children residing with him ,

(iii) personal servants, not exceeding eight in number by passenger train at lowest class rates ,

(iv) personal effects, not exceeding the expenditure which would be incurred in the transport of 60 maunds of goods by road and by goods train, and the expenditure incurred in embarking and disembarking such personal effects , and

(v) conveyance and two horses or a motor car by passenger train at owner's risk

*37 When a Government servant, appointed to be a Judge, travels by railway to join his post, he may, at his option and in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer applicable to him, travel in a reserved first class compartment

The Government servant, when he avails himself of this concession, must pay to Government the fare which he would have paid if no accommodation had been reserved, and must, in addition, pay in cash to the station master of the station from which the journey commences, the fares for any members of his family accompanying him, whether they share his reserved accommodation or not When Government pays full tariff rates for the accommodation, all such fares will be credited to Government

*38 When a person not already in Government service is appointed to be a Judge, he may, when travelling by railway to join his post, travel in a reserved first class compartment on the condition described in rule 37

*39 When a Judge travels by railway —

(i) when proceeding on or returning from leave, or

(ii) when retiring from the service or proceeding to join another post after resigning office he may travel in a reserved first class compartment on the condition described in rule 37.

*40 When a Judge is transferred from one High Court to another, there shall be paid to him the expenditure actually incurred by him on his journey by railway or by steamer to the place of the sitting of the other High Court for the transport of the following persons and goods .—

(i) the Judge himself by a reserved first class compartment or a reserved first class cabin (if one is available) ,

(ii) any members of the family of the Judge normally resident with him who do not travel in the reserved compartment or cabin by passenger train or steamer at first class rates , for the purpose of this rule the family of the Judge means his wife, his legitimate children and his step-children residing with him

(iii) personal servants, not exceeding eight in number by passenger train or steamer at lowest class rates ,

(iv) personal effects, not exceeding the expenditure which would be incurred in the transport of 60 maunds of goods by road and by goods

*Added by the Home Department notification No F -937/24 dated the 4th June 1925
The rules took effect from the 1st July 1924

train or steamer, and the expenditure incurred in embarking and disembarking such personal effects and

(v) conveyance and two horses or a motor car by passenger train or by steamer at owner's risk

SECTION VI *—*Passages during term of office*

41 * With effect from 1st April 1924, Rule 12 of the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, shall be applicable to Judges who are members of the Indian Civil Service

42 * (1) A Judge who is not a member of the Indian Civil Service, but whose domicile at the time of his appointment was else where than in Asia, shall be entitled, with effect from 1st April 1924, to receive at the cost of a local Government the number of passages shown in the following table*—

Judge's age at the date of appointment, or, in the case of appointment before 1st April 1924, at that date	Number of return passages
Under 38 years	3
38 years or over, but under 45 years	2
45 years or over	1

(2) A Judge to whom sub-rule (1) applies is further entitled, if married at the date of his appointment or, in the case of Judges appointed before 1st April 1924, if married before that date, to the same number of return passages for his wife to which he himself is entitled, and in any other case to that number of return passages to which he would himself be entitled under the foregoing table if the year of age shown therein represented the Judge's age at the date of his marriage

(3) A Judge to whom sub-rule (2) applies is further entitled during his service as a Judge to one single passage for each legitimate child (including step-children residing with and wholly dependent upon the Judge) who, if a female, is unmarried and under the age of 21, or, if a male, is under the age of 12

(4) Any passage or passages to which a Judge may be entitled in accordance with this Rule, immediately before the date on which his resignation of his appointment as a Judge takes effect, may be granted to him at any time within six months after that date, provided that the Secretary of State in Council, may, if he thinks fit to do so, extend the aforesaid period of six months in the case of any Judge.

(5) Notwithstanding the foregoing provisions of this Rule no passage shall be granted under its provisions to a Judge, either for himself or for his wife, before the expiration of five years from the date of the Judge's appointment to a High Court, and a second passage shall not be granted before the expiration of ten years from that date

* Inserted by Home Dept notification No F-500/25 dated the 28th December 1925

SUPPLEMENT V

Orders relating to passages, rates of passage money, etc.

Rules regarding the grant of passages to civilian personnel of British Domicile engaged for services in India who are entitled to second class passages, as approved by the Secretary of State in Council

(Govt of India, Fin Dept, No 495-CSR dated 25th April 1923)

I Free passages to India shall be granted —

- (a) to the employee on proceeding to join his appointment, and
- (b) to the wife and family of an employee in respect of their first voyage to India, whether they actually accompany the employee or join him later

II Free passages to England shall be granted to the widow and family of an entitled employee who dies whilst in Government service**III Free passage, both out and home, shall be granted to the wife of an entitled employee who entered the service as a bachelor, but came home on leave and married****IV Free passage shall be granted to children born after the signing of the employee's agreement****V Free passage to India shall be granted to the intended wife of an employee when proceeding to India to be married****VI Free passage to England shall be granted (for the employee only) when invalided to this country during his service, and free passage back to India when pronounced fit to resume duty****VII Free passage shall be granted to any port in Europe or in a British Colony to an employee if recommended by the proper medical officers to proceed to such place, and free return passage when pronounced fit to resume duty. The Government will also, but not more than twice during an employee's service, pay half the cost of passages from and to India for his wife and dependent children if they accompany him on leave when invalided**

The grant of free passage and the payment of half the cost of passages under this rule shall not, in any case, exceed the cost of similar facilities to and from the United Kingdom

VIII An employee who, whilst on ordinary leave during his service, is granted leave on medical certificate for a period exceeding two months on account of an illness which is certified by the proper medical officer to have been contracted in India or to be due to service in that country, shall be granted a free passage to India for himself, together with half the cost of passages for his wife and dependent children (subject to the limitation stated in Rule VII), from the United Kingdom or from any port in Europe or in a British Colony on the termination of such leave, and on his being pronounced fit to resume duty by the proper medical officer

In the case of an employee being on leave in a British Colony, the Government of India or Local Government will decide, for the purpose of this rule, what medical evidence shall be accepted

IX The concessions under Rules VII and VIII shall have effect from 20th July 1922, *i.e.* —

(1) no concession under Rule VII will be admissible in respect of the homeward journey of the dependents of an employee who left India before 20th July 1922,

(2) the concession under Rule VII or Rule VIII will be admissible on the outward journey for the dependents of an employee returning to India from sick leave after 20th July 1922, irrespective of the date of his arrival in this country, or in the case of an employee who purchased return tickets for his family, he will be entitled to a refund of half the cost to him of the return halves of such tickets

X Free passages Home shall be granted for the employee and his wife and family at the end of his service, notwithstanding that his service may be continued beyond the term of his original agreement, provided always that his service is regarded as satisfactory

XI At the employee's option, Government will, at the end of his service, pay or contribute to the cost of a passage for himself and his wife and dependent children, if any, to another country, in the event of his not desiring to return to the United Kingdom and having proper authority to reside in such other country, and subject to his formally renouncing any claim to return passage to the United Kingdom, and to a limitation of Government contribution to a maximum of the amount which the provision of the return passage to the United Kingdom admissible under the man's agreement would have cost them

XII When such passages are provided prior to the man's retirement, no further claim to passages is admissible when the man finally leaves the service, and the sum paid in respect of the passages is liable to recovery should the man's subsequent service prove unsatisfactory, or should he terminate his service in circumstances other than such as could reasonably be covered by the term "retirement, including invaliding"

Note 1 —Free passages are also admissible under these rules to employees of similar status appointed in India and to their families, provided that in each case the man's domicile is British

Note 2 —The concession of free passage in each case is held to include, in addition to the actual passage—

(a) third class railway fare from the man's home to the port of embarkation, and *vice versa*, plus a fixed allowance (Rs 15 for the man himself, Rs 20 for the man travelling with his wife and family, Rs 15 for a wife travelling by herself and Rs 20 for a wife accompanied by children) towards the other expenses,

(b) a free railway pass (or an allowance in lieu thereof) for the journey from the port of disembarkation in India to his station, and *vice versa*, plus the usual allowance (Rs 20) for incidental expenses,

(c) a mileage allowance at the rate laid down for the time being by the Government for each person for such journeys by road as may be necessary, and

(d) a halting allowance at the rate laid down for the time being by the Government for each person for every day if detained under orders at the port of disembarkation or elsewhere

Note 3 —The passages, for which provision is made under Rules X and XI, may, in exceptional circumstances, be granted at a time other than at the end of an employee's service, provided that all claim is relinquished to the grant of passages under Rule X or Rule XI at any subsequent time

Passage Rules, 1925.

The following Resolution by the Secretary of State for India in Council is published for general information :—

RESOLUTION.

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State in Council, with the concurrence of the majority of votes at a meeting of the Council held on the 21st day of October 1925, hereby makes the following rules —

1. These rules may be called the Passage Rules (1925)
2. A local Government may sanction for any officer whom it has appointed in Europe to the public service in India a free passage to India.
3. A local Government may sanction for any officer deputed out of India free return passage from India to the country in which the officer is deputed
4. A local Government may grant free passages, including travelling expenses by rail to the port of embarkation, in urgent cases where in their opinion it is desirable that an officer, or his dependants, should leave India, and where the pecuniary circumstances of the individuals concerned are such that they are unable to leave without such assistance.
5. A local Government may sanction a free return passage for any officer entitled to a return passage on the termination of his agreement whose services are retained in the public interest beyond the original period of his engagement. The local Government may also sanction an extension of an original concession in regard to free passages home for an officer's family.
6. A departmental officer of the commissary class, or a departmental warrant officer, in civil employ, shall be entitled to the same passage concessions as he would receive if he were in military employ.
7. Articles 601A and 1123 of the Civil Service Regulations are hereby repealed.

(Govt of India, Fin Dept, No F-200-I-C S R-25 dated 18th Dec 1925.)

Orders of the Government of India.

Eligibility of officers placed on Deputation outside India for a return passage to India on the expiry of their deputation

On the question of the eligibility of officers placed on deputation outside India for a return passage to India on the expiry of

their deputation, the Secretary of State has issued the following instructions —

* * * * *

" It has been brought to the notice of the Secretary of State in Council that the grant of the long leave referred to should have operated to withdraw the concession of a free passage from England back to India. The principle is that stated in Article 1121, Civil Service Regulations, that ' An officer is not entitled to travelling allowance, for a journey on proceeding to, rejoining from or during leave of any kind ' It has been regarded as the standing rule in this office that the grant of a free passage to an officer on his return from a deputation out of India implied that he should avail himself of the passage immediately on the conclusion of the deputation. This hardly admits of being stated as a precise rule for it must always be a question of fact whether the return passage was connected with the deputation or with the subsequent leave, if any. A short interval of leave or holiday on conclusion of a long deputation should hardly in fairness debar the free passage originally contemplated whereas long leave would have a different effect. A free passage granted for Government purposes ought not to be used mainly or largely to enable a man to charge private expenses to Government. I am therefore to ask that if the Government of India see no objection, it may be made clear to Local Governments and to officers proceeding on deputation from time to time that the grant of a return passage to India on conclusion of a deputation is conditional on an officer's return to duty forthwith on the conclusion of the deputation, unless an arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close, and the proposed leave is begun "

(Govt of India, Fin Dept, No. 598-C S R dated 26th April 1923
See G R, F D, No 2111, dated 11th May 1923)

2 — *Rates of passage allowance for issue to Officers who are allowed to make their own arrangements*

(1) The Secretary of State has decided that, with effect from the 1st October 1923, the rates of passage allowance for issue to officers who are allowed to make their own arrangements shall be as follows —

	First class	Second class
	£ s	£ s
Between the United Kingdom and any part in India proper ..	49 10	39 0
Between the United Kingdom and Aden direct ..	43 10	33 0
Between the United Kingdom and Rangoon direct ..	72 0	62 0

These rates are subject to conversion at the market rate of exchange based on the Calcutta Banks' selling rates for demand drafts on London as advised weekly by the Controller of the Currency

(Govt of India, Fin Dept, No 280-C S R dated 21st February 1924
G R, F D, No 1811 dated 12th March 1924)

(2) The Secretary of State in Council has ruled that, when civil officers who make their own arrangements for passages and are entitled to be reimbursed in India the cost of passages to and from the United Kingdom, the maximum amount of passage allowance payable for a double journey will be the cost to Government of a return ticket by the most economical route

(Govt of India, Fin Dept, letter No F-64-C S R-25 dated 6th March 1925)

3 *Class of steamer passage that should be granted to candidates selected in India for Imperial Services who proceed to the United Kingdom for probation*

(1) The Government of India have had under consideration the question of the class of steamer passage that should be allowed to candidates selected in India for Imperial Services who proceed to the United Kingdom for a period of probation before final appointment. At present in certain Imperial Services probationers have been granted first class passages to England, but in the majority of services they have been provided with second class passages. The Government of India consider that it is clearly desirable that probationers for all the Imperial Services should receive uniform treatment in this matter, and, in view of the present financial stringency, they have decided that, in future, recruits proceeding to the United Kingdom for probation shall be provided with P. and O 2nd class A passages

(2) A similar question arises as regards railway fares. In the case of some services probationers have been allowed their railway fares to the port of embarkation, while in the case of other services this concession has not been allowed. Here also the practice should be uniform and for the reasons given the Government of India have decided that railway fares should not be allowed

(Govt of India, Home Dept, No F-584-Estabts dated 14th August 1922

Vide G R, F D, No 1441 dated 23rd August 1922)

SUPPLEMENT VI

Allowances for expenses of voyage and equipment of the Governor and other high Officials.

I

In exercise of the powers conferred by section 85 of the Government of India Act, the Secretary of State for India in Council, in supersession of previous orders on the subject, hereby fixes the allowance payable for equipment and voyage to the Governor at the amount specified below Provided that an allowance is not payable to a person who at the time of his appointment was a member of the Government services in India —

		Amount of Allowance.		
		If resident in Europe at the time of appointment (see Note 1 below)	If resident in India or Ceylon at the time of appointment	If resident elsewhere than in Europe, India, or Ceylon at the time of appointment
Governor of Bombay		£2,000 for equipment and voyage (See Note 3 below)	£750 for equipment, but no allowance for voyage <i>Exception</i> — A Governor of Bombay who, having received on first appointment the allowance fixed by this order, is subsequently transferred to another Presidency as Governor thereof, shall receive an allowance of £250 plus the amount of the actual expenses incurred on account of the journey of himself, his family, personal staff and servants, and on account of the carriage of his and their effects.	£1,000 for equipment and such further allowance for voyage not exceeding £400 as shall be decided by the Secretary of State for India in Council according to the circumstances of the case

Note 1 — An officer serving or residing out of Europe, but appointed during a temporary visit to Europe, shall not be deemed to be residing in Europe for the purpose of the above order

Note 2 — A newly appointed Governor of Bombay proceeding from Europe to take up his duties, may be accompanied by two combatant Military officers for his personal staff, the passages of these officers being provided at the expense of Government, according to the rules in force in the Army Department as to Military officers proceeding to India on duty, but, with these exceptions, Government will make no arrangements for, and will defray none of the expenses connected with, the passage or conveyance of any of the officers mentioned in this Note, or of his family to India

II

In exercise of the powers conferred on him by section 104 (1) of the Government of India Act, the Secretary of State for India in Council, in supersession of previous orders on the subject, hereby fixes £500, as the sum payable to a chief Justice or other Judge of one of the several High Courts in India, if permanently resident in Europe at the time of appointment, for the expenses of equipment and voyage, provided that the allowance is not payable to a chief Justice or Judge who was a member of the Government Services in India at the time of his appointment

Note —The allowance is payable not only to a Judge appointed by Letters Patent but to a barrister sent to India from the United Kingdom to hold an Acting or Additional Judgeship in a High Court

III

In exercise of the powers conferred on him by section 118 (1) of the Government of India Act, the Secretary of State for India in Council, in supersession of previous orders on the subject, hereby fixes the allowances payable to the Bishop of Bombay for the expenses of equipment and voyage, at the amounts specified below, provided that the allowance is not payable to a Bishop who was a member of the Government Services in India at the time of his appointment

(a) If resident in Europe at the time of appointment, £500 for equipment and voyage

(b) If resident in India or Ceylon at the time of appointment £250 for equipment, but no allowance for voyage

(c) If resident elsewhere than in Europe, India or Ceylon at the time of appointment, £250 for equipment and such further allowance for voyage not exceeding £250 as shall be decided by the Secretary of State for India in Council according to the circumstances of the case

IV

Rules (Non-Statutory) fixing the Allowances payable to an ex-Governor of Bombay or to his widow returning to Europe

An ex-Governor of Madras, Bombay or Bengal or an ex-Commander-in-chief of the forces in India (or the widow of a Governor, or of a Commander-in-chief who may die in India leaving a widow there), returning to Europe, may be accompanied by one officer of his personal staff for whom a free passage will be allowed by Government according to the rules in force in the Army Department, and also a free return passage if he starts on the return voyage within two months from the date of quitting India.

SUPPLEMENT VII

Travelling, etc., allowances of civil officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe or America.

(Govt of India, Fin Dept, No F-220-C S R dated 14th November 1924)

The pay of officers serving under the Government of India who may be deputed to work in Europe or America is governed by Fundamental Rule 51

An officer who elects to consume leave on average pay during a period of duty out of India may be granted an honorarium equal to one-sixth of his Indian pay for the period in question. He will be eligible for Compensatory or Travelling allowances in addition under the rules below as if drawing pay under Fundamental Rule 51

The following regulations have been approved to govern the grant, under the authority of the Secretary of State for India, of travelling and other allowances. They do not apply to cases governed by special rules, e.g., study leave, forest tours, etc.

They take effect from 1st October 1924 and are subject to review from time to time

SECTION I—CLASSIFICATION OF OFFICERS

1 For the purposes of these rules officers are divided into classes as under —

(a) Indian Services—According to the classification in Supplementary Rule 17 to the Fundamental Rules

(b) Officers Serving under the Secretary of State or the High Commissioner —

First class.—Administrative and higher executive officers

Second class —Other executive and clerical officers

Third class —Other officials

2 Military officers, etc., if paid at civil rates, are classified under these rules as follows —Commissioned officers first class, warrant officers second class, other ranks third class. If paid at military or naval rates their allowances are governed by Army or Navy Regulations.

SECTION II—COMPENSATORY ALLOWANCE

3. Subject to the provisions of Rules 4 and 5, officers who are sent from India on deputation may be granted a compensatory allowance at the following rates from date of landing in this country to date of re-embarkation for India —first class, 16s 8d a day, second class, 12s 6d a day, third class, 8s 4d a day.

4 If an officer is permitted to take leave during his deputation, or to delay his embarkation for India at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave

5 An officer who is eligible for a compensatory allowance under this section may be granted halting allowance, under section IV in lieu thereof, if to his advantage, in respect of necessary absences on duty away from head-quarters

6 Officers placed on deputation while on leave in this country may be granted a compensatory allowance at the rates prescribed in Rule 3 if they can show that they are put to extra expense in the matter of accommodation through being placed on duty. They will draw halting allowance in lieu thereof in respect of necessary journeys on duty away from head-quarters

SECTION III—TRAVELLING EXPENSES

7 Travelling expenses when admissible are granted as follows where actually incurred —

First class —First class railway or steamer fare

Second class —Second if available, otherwise third

Third class —Third class

8 In the case of cross-channel passages second class officers may travel first class and third class officers second

9 Only the cost of return tickets is allowed when such can be taken

10 An officer unless otherwise instructed is expected to take up his head-quarters at his place of work, and will not be refunded the cost of journeys (other than the first and last) between his home or place of residence and head-quarters

11 Necessary incidental expenses, such as taxi or cab fares, motor hire, etc., may be passed by the Accountant General, India Office, or the Chief Accounting Officer to the High Commissioner, at their discretion. The extra cost of sleeping berths or seats in Pullman cars will not be allowed elsewhere than in America without the sanction of the Secretary of State in Council

12 An officer ordered to travel by the overland route to or from India on duty may be granted, in addition to travelling expenses, an inclusive sum of £1 as travelling allowance for the journey between Marseilles and the United Kingdom

SECTION IV—HALTING ALLOWANCE

13 Officers travelling on duty in the United Kingdom may, when away from head-quarters, draw in addition to travelling expenses under section III halting allowance at the rates shown in the following table. These rates are not intended to meet the whole cost of subsistence when absent from home or head-quarters, but only the extra expenses necessarily incurred through such absences.

A—United Kingdom.

Class	Rate 1 (First 14 nights)	Rate 2 (After 14 nights)	*Rate 3 Journey of not less than 4 miles each way involving absence from headquarters of 10 hours or over)	*Rate 4 (Journey of not less than 4 miles each way involving absence from headquarters of between 5 and 10 hours)
	<i>s d</i>	<i>s d</i>	<i>s d</i>	<i>s d</i>
1	25 0	15 0	5 0	3 6
2	18 9	10 0	3 6	2 6
3	12 6	7 6	2 9	2 0

*These rates are not admissible in conjunction with rates 1 and 2

B—Places abroad.

	Class 1	Class 2	Class 3
	<i>£ s d</i>	<i>£ s d</i>	<i>£ s d</i>
America	2 10 0	1 17 6	1 5 0
Europe (and the Near East)	1 15 0	1 6 9	0 17 6

14 The rates prescribed in Rule 13 for places abroad will not ordinarily be admissible for more than one month in any one place. They may be varied in the case of attendance at Imperial and international conferences, etc.

(Substituted for the original rule—see Govt of India, Fin Dept., No F-220-C.S.R. dated 6th February 1925.)

15 No halting allowance can be drawn for any period during which an officer is entertained at the expense of the State or where subsistence is otherwise provided, *e g*, on board ship.

[For use in India Office and Office of High Commissioner.]

Appendix to India Office Travelling, etc., Allowance Rules.

SECTION I—CLASSIFICATION OF OFFICERS

1 In case of doubt, the Head of a Department may decide the classification of an officer.

SECTION II—COMPENSATORY ALLOWANCES

2 With reference to Rule 6, if an officer's residence is at a distance from his head-quarters and he is committed to its occupation, Heads of Departments may at their discretion sanction the cost of railway travelling (at season ticket rates if possible) between such residence and head-quarters, provided that this course will not cost more to Government than the grant of compensatory allowance under Rule 6 and that it will not interfere with the officer's duty.

SECTION III—TRAVELLING EXPENSES

3 In case of doubt the Head of a Department may decide what is an officer's head-quarters

4 With reference to Rule 10 *see* remarks above under section II

Candidates.

5 Candidates for appointments who appear before Selection Committees or Medical Boards, are not ordinarily entitled to their expenses for such attendance In the following cases, however, third class railway fares are admissible —

(a) Candidates already in the public Service of this country

(b) Persons possessing technical or other Special qualifications for an appointment who are invited to an interview by this office

(c) Where the Board of Education or other public body or expert Authority employed to select an officer desires expenses to be granted Where the status of the officer is such that he would be granted railway fare of higher class than third if he were in the service of the Secretary of State, the Government of India, or the High Commissioner, and the circumstances of the case seem to require this concession, the Head of a Department may at his discretion allow such higher fare

6 In other special cases expenses may be granted upon the Authority of Heads of Departments within the limits of their powers of sanction

7 Mechanics and other persons of similar status may, in addition, be granted the amount of any wages forfeited by them for attendance at this office under the orders of the Head of the Department

Officers undertaking Work at their own request.

8 In cases where officers on leave undertake work at their own request, a refund of actual and necessary expenses may be granted subject to the sanction of the Secretary of State in Council or of the High Commissioner, where such duty involves travelling, but no other expenses (*e g*, hotel bills) or allowances are admissible, unless this is specifically recommended by the officer's Local Government or the Government of India, as the case may be;

Orders of the Secretary of State.

1 The Secretary of State for India in Council has decided that Civilian officials ordered to attend at the India Office for examination by the India Office Medical Board shall be allowed a refund of railway fares for journeys within the United Kingdom according to the class to which they are entitled, subsistence allowance will not be granted, and no refund of hotel expenses will be allowed

(Govt of India, Fin. Dept, No F.—116-C S R —25 dated 18th April 1925)

2 The Secretary of State in Council has decided that, where an officer who has made arrangements to spend less than six months on leave in the United Kingdom during the fiscal year becomes liable to British income-tax through being detained on duty beyond that period, he may be granted a compensatory allowance equal to the income-tax on leave pay, up to a maximum of six months, which he would have escaped but for such detention on duty

(Govt of India, Fin Dept, No F—217-C S R dated 29th July 1925)

SUPPLEMENT VIII

Special Sind Allowances.

The Secretary of State has sanctioned the continuance of the grant of Sind allowances in the case of officers who already draw them and their extension to other gazetted officers of both Imperial and Provincial Services subject to the following reservations —

(a) That the holder is not a Native of Sind and that he has not been promoted to gazetted rank in Sind from a non-gazetted appointment in that sub-province, and

(b) that officers with head-quarters at Karachi and Hyderabad with the exception of Irrigation officers in those districts are ineligible to draw the allowances,

(c) that the allowance should not be granted to an officer other than a member of an all-India service, who is a Native of Sind or the Punjab or who has been promoted to a gazetted appointment in Sind from a non-gazetted appointment in Sind or the Punjab

Note — The Local Government have been empowered to relax in special cases, where it is likely to inflict hardship, the second restriction regarding promotion from non-gazetted post

(Secretary of State's Despatch No 146 dated 29th July 1920, received with G I, F D, No 1691 dated 19th August 1920, G O, F D, No 618 dated 28th October 1920)

(S of S's Desp No 90-Public dated 14th May 1915, received on 6th June 1915, communicated with G I, F D, No 843-E B dated 8th June 1915, G O, F D, No 3060 dated 19th August 1915, G R, F D, No 2063 dated 20th August 1923)

Scale of Allowances

Serial No	Designation	Amount per mensem	Authority	Remarks
		Rs Revenue	Department	
1	Collectors of Sukkur, Larkana, Nawabshah, Thar and Parkar	100		
2	Deputy Commissioner, Upper Sind Frontier	300		This represents the amount of Local Allowance formerly drawn by the Deputy Commissioner
3	Assistant Collectors serving in Upper Sind whose service exceeds six years	100	S of S's Desp No 11 (Services and Genl) dated 4th September 1924, received with G. I, F D, No F 205-C S R dated 22nd October 1924. Ind No G-2101	

Scale of Allowances—contd

Serial No	Designation	Amount per mensem	Authority	Remarks
		Rs		
		<i>Revenue Department—conold</i>		
4	Assistant Collectors serving in Upper Sind whose service does not exceed six years	50		
5	Deputy Collectors of any grade subject to the reservations in (a) above.	50		
		<i>Agricultural Department</i>		
6	Deputy Director of Agriculture in Sind	(b) 50 100		(b) Rs 50 per mensem for the first three years of his service and Rs 100 per mensem thereafter, provided, if required to do so, he shall undertake to complete at least 5 years' service in Sind and not to seek any transfer or other appointment nor to resign the service during that period except for ill-health medically certified
		<i>Forest Department</i>		
7	Forest Officers at Sukkur and Nau-shahro (c)	50		(c) Provided the present head-quarters (Hyderabad) are transferred to place other than Hyderabad and Karachi
		<i>Judicial Department.</i>		
8	District Judges, Sukkur and Larkana	100		
9	Joint or Assistant Judge, either at Sukkur or Larkana	50		

Scale of Allowances—contd

Serial No	Designation	Amount per mensem	Authority.	Remarks
		Rs		
		<i>Police Department</i>		
10	District Superintendents of Police, Sukkur, Larkana, Thar and Parkar, Upper Sind Frontier and Nawabshah	100		
11	Assistant Superintendents of Police, Sukkur, Larkana Upper Sind Frontier and Riverain	50		Assistant Superintendent of Police, Riverain, although mentioned in these orders, is not entitled in the Sind allowance so long as Hyderabad remains his headquarters
	Deputy Superintendents of Police	50		(Deputy Inspector-General of Police's No 11667 dated 6th October 1915, Ind Nos G-2839 and 12577 dated 29th October 1915, Ind No G-3145 If posted to a sub-province in Sind
		<i>Medical Department</i>		
12	Civil Surgeons, Sukkur and Larkana	100		
13	Assistant Surgeons, Shikarpur and Thar and Parkar.	50		Note—The Regimental Medical Officer at Jacobabad holding charge of the Civil Surgeoncy receives an allowance of Rs 100 per mensem and he is not to get the Sind allowance. In the event of Jacobabad being abandoned as a Military Station, the Civil Surgeon or Assistant Surgeon, if in charge of a Hospital alone, should be given the Sind allowance at the rate of Rs 100 or 50 per mensem, subject, in the case of the latter, to the reservation contained in (a) and (b) of paragraph 1 above

Scale of Allowances—concl'd

Serial No.	Designation.	Amount per mensem	Authority.	Remarks
		Rs		
		<i>Public Works Department</i>		
		(Irrigation Branch)		
		Imperial Service		
14	Officers of six completed years' standing and more	100	G O, P W D, No E-6926 dated 28th April 1921	The Executive and Assistant Engineers serving in the Begari Canals in the Frontier District in Sind (with headquarters at Jacobabad) receive Sind allowance increased by 50 per cent (G Rs, P W D, No E-2463 dated 5th October 1905 and No 189 dated 28th February 1922)
15	Officers of less than six years' standing	50		In future the Sind allowances drawn by the officers of the Irrigation Branch of the Public Works Department stationed at Karachi and Hyderabad will be treated as ordinary local allowances attached to the particular charges

Note —Sind allowance has been classified as "Special Pay" under Fundamental Rule No 9 (25) (c) (G R, F D, No 1243 dated 22nd April 1922)

